


**EMPLOYMENT APPLICATION FORM**

- Note: - Please complete all sections of this form in full.  
 - This application and all details furnished hereunder will be treated as confidential.

PERSONAL DATA					
Date of Application	Position applied for		Hire Date		
 Your Picture	Full Name		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married		
	Present Address				
	Home Phone:				
	Hand Phone:				
	Permanent Address		Nationality		
	ID # (KTP):		Email:		
Place & date of birth		Religion	Gender		
How did you know / hear about Bukit Sion School?					
Hobbies, interests, spare-time activities					
FOR EXPATRIATE APPLICANTS ONLY					
Current Visa status	Expiration date	Home country address		Home country Phone Contact person	
EDUCATIONAL BACKGROUND					
Names and locations of Institutions attended	Dates attended		Degree/ Diploma Certificate Obtained	Division	Major Subject
	From	To			
LANGUAGES: Name the languages you understand and indicate your level of competence (slight, fair, excellent)					
Language	Speaking	Reading	Writing	Understanding	



**PROFESSIONAL EXPERIENCE**

Please describe every position which you have held. Start with present or last position held and work back to the first. Also account for all periods of unemployment and state reasons.

Date		Name and address of employer	Position held	Reason for leaving	Last Take Home Pay
From	To				

**Total years of classroom teaching experience**

Early Childhood _____ years	Pre Primary _____ years	Lower Primary _____ years	Upper Primary _____ years	Lower/Upper High _____ years	Other _____ years
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Do you have an ESL degree or certificate?  Yes  No

Type of degree of certificate: \_\_\_\_\_ Institution: \_\_\_\_\_ Year: \_\_\_\_\_

Please describe your teaching experience.

Please describe yourself, your philosophy and why you would like to work in education field.

Computer Skills Office Word Office Excel Office Powerpoint

Any other special skills

Expected Monthly Take Home Pay

Negotiable  
Non-Negotiable

Preference of employment status

Full time  
 Part time (preferred working hours: \_\_\_\_\_ until \_\_\_\_\_)

**International Travel Experience**

Country	Duration		Purpose of visit
	From	To	



Have you ever been dismissed or asked to leave your job?  Yes  No  
 If Yes, by whom, when and why?

Have you ever applied to or worked for this school?  Yes  No  
 If Yes, where, when and last position held:

Have you any relative or friend working for this school or its associates?  Yes  No  
 If Yes, state name and position:

May we approach your present employer?  Yes  No  
 May we approach your previous employer(s)?  Yes  No, pls give reason:

Please give the names of three professional persons who have worked with you and are qualified to give a professional reference for you.

Name	Company	Position	Telp. & E-mail

**FAMILY AND RELATIVES**

**Particulars of Wife/ Husband (if married) / Father and Mother**

Name	Address	Relationship

**Particulars of Children**

Name	Address	Gender	Date of birth

**MEDICAL HISTORY**

	YES	NO	EXPLANATION
(a) Have you ever had any significant or serious illness(es) or injuries?			
(b) Have you ever had any operations or been advised by a physician to have an operation?			
(c) Have you ever been a patient in a mental hospital or treated by a psychiatrist?			



(d) Do you currently take medication for treatment of a medical condition or do you require the use of a medical device?			
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ALLERGIES		
Allergy	Reaction	Medication Required (if any)

- Do you have asthma?     Yes     No
- Do you have diabetes?     Yes     No
- Do you have tuberculosis?     Yes     No
- Do you have a history of high blood pressure?     Yes     No
- Do you have any problems with your eyes or vision?     Yes     No
- Do you have any problems with your hearing?     Yes     No
- Are you pregnant?     Yes     No
- Do you have any bone, joint, or muscle problems?     Yes     No
- Do you have any other medical issues?     Yes     No
- Do you smoke?     Yes     No

**DECLARATION**

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application.

I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure.

**Place and date:**

**Signature:**

\_\_\_\_\_

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