

ACE INTERNATIONAL SCHOOLS

Application Form

Position Applied for:

1. Personal Information

First Name:	Last Name:	Middle Name
Date of birth:	Gender: Male <input type="radio"/> Female <input type="radio"/>	Marital Status <input type="radio"/> Single <input type="radio"/> Married
Place of birth:	City(State)	Country
Citizenship :		Legal Residency:
Address:		
Tel :	Mobile:	Email:
Permanent Address:		
Emergency Contact Name:		Relationship:
Tel:		Mobile:
Tel:		Email:

2. Dependents

Name	Relationship	Gender	Age	Nationality

3. Educational Background (list all your education degrees)

	Name of Institution	Location (state /city & country)	Major	Degree	Date Graduated (mm/ yy)	Dates Attended (from-to)
School						
High School						
College/ University						
Graduate Study						

4. Work Certificate (list all your work related certificates)

Certification/ Attestation of work

Title of Certificate	Department	Duration	Institution	Date Issued (mm/yy)	Contact

Other Certification

Title of Certificate	Department	Duration	Institution	Date Issued (mm/yy)	Contact

5 .Other Experience (list all your work experience in chronological order from most recent to least recent)

Employer	Location (state/city & country)	Subject Taught	Age Range Taught	Dates From -to (mm/yy)

Student or Practice Teaching Experience (List chronologically the recent first)

Name of School	Location (state/city & country)	Subject	Grade Level	Dates From-to mm/yy)

How do you rate your computer skills on a scale of 1 – 5? Five being *very apt* and 1 being *least apte*.

- _____ Microsoft Word
- _____ Excel
- _____ Power Point
- _____ Internet Browsing

Medical Form (Self Evaluation)

To the applicant: Please provide correct information for the following questions. Any omission or false information will delay processing of your application.

1. Have you ever caught infectious diseases that threaten Public Health before?
 Yes(Infectious Disease Name: _____) No

2. Have you ever received treatment for Mental, Neurotic or Emotional Disorder?
 Yes(Disorder name: _____) No

3. Have you ever taken any Drug or have you ever been addicted to alcohol?
 Yes(Drug name: _____) No

4. Are you HIV (AIDS) positive?
 Yes No

5. Have you had any serious injuries or Diseases in the past 5 years?
 Yes(Name & recent situation: _____) No

6. Do you have any allergies?
 Yes(List: _____) No

7. Are you taking any Prescribed Medication?
 Yes(List & explain: _____) No

8. Are you on a special diet?
 Yes (Please explain: _____) No

9. Height _____ (feet/meters) Weight _____ (pounds/kg)

I CERTIFY THAT ALL INFORMATION I HAVE GIVEN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

Signature _____

Date _____

7. Please provide concise answers to the following questions.
How do you develop yourself as a professional?
Give us the reasons why you would like to work at an International School?
What steps do you take to resolve a conflict in a working environment?
What is your opinion on working in teams?
What are the areas of your interest and hobbies?
How do you intend to contribute positively to the school environment?
If working conditions demand extra time or effort, how do you handle that?
Have you ever been convicted of a crime other than minor traffic accidents?
Within the last five years, have you ever broken your contract for any reason?

9. Checklist :		
Please click the boxes below to confirm that you have provided all required documents		
1	Cover letter	
2	Copies of University Degrees and Qualifications	
3	Reference Letters	
4	Recent Photo (Passport Size)	
5	Passport Photo-page	
6	Next of Kin Contact details	

Note: The application form must be fully completed or CVs will not be considered.

I declare that the above information given is true and correct. If the information on his form is not correct, or if degrees are from non-accredited institutions, or any other degrees or certificates are found to be falsified the ACE Foundation reserves the right to terminate application or employment immediately.

Signature _____ Date _____