



SUBSTITUTE TEACHER APPLICATION

Personal data collected is for the purpose of assessing suitability of candidates for a vacancy within the School and to determine applicable salary and benefits of successful candidates. Details of the School's Personal Data Collection Policy can be found on the Employment page of the School website.

Date Available for Employment: _____ mm/dd/yyyy Application Date: _____ mm/dd/yyyy

Preferred Teaching Grade and / or Subjects: _____

Personal Information

Surname: _____ Given Name: _____

Chinese Name (if any): _____ Sex: _____

Address: _____

Phone#: _____ Skype: _____ Email Address: _____

Date of Birth: _____ mm/dd/yyyy Place of Birth: _____

Nationality / Citizenships: _____

Passport #: _____ Country: _____ Expiry Date: _____ mm/dd/yyyy

Residency Status in Hong Kong: Permanent Resident Dependent Visa Non-Resident

Marital Status: Single Married Separated Divorced

Hong Kong ID No. (HK residents only): _____

Church Presently Attending: _____ Pastor: _____

Baptized: No Yes, date of Baptism _____ mm/dd/yyyy



Teaching Experience

School 1 (Most Recent)		
Position	Employment Dates (mm/yy)	
	From	To
School Name and Location (City, Country)	Subjects/Grades Taught: If applicable, indicate subject grade levels, e.g. Math (G10)	
Reason(s) for Leaving		
Name of Principal	Phone Number	Email
Name & Position of Immediate Supervisor (If not the Principal)	Phone Number	Email

School 2 (Most Recent)		
Position	Employment Dates (mm/yy)	
	From	To
School Name and Location (City, Country)	Subjects/Grades Taught: If applicable, indicate subject grade levels, e.g. Math (G10)	
Reason(s) for Leaving		
Name of Principal	Phone Number	Email
Name & Position of Immediate Supervisor (If not the Principal)	Phone Number	Email



School 3 (Most Recent)		
Position	Employment Dates (mm/yy)	
	From	To
School Name and Location (City, Country)	Subjects/Grades Taught: If applicable, indicate subject grade levels, e.g. Math (G10)	
Reason(s) for Leaving		
Name of Principal	Phone Number	Email
Name & Position of Immediate Supervisor (If not the Principal)	Phone Number	Email

Teaching Certification (if applicable)

Indicate teaching certificates held, including those that are expired.

Issuing State/Province/Other Jurisdiction	Certificate Type	Issue Date (mm/yy)	Expiry Date (mm/yy)	Restrictions

Other Certifications, Training & Skills

Indicate any additional certifications, training or skills that you possess:

Certifications & Training: _____

Technical Skills: _____

Language Skills: _____



Education

Highest level of education completed: High School College/University Advanced Degree (Masters or above)

Education	School Name & Location (City & Country)	GPA or Avg %	Concentration Area		Credential Earned	Dates Attended	
			Major	Minor		From	To
College/ University							
Grad School			Focus Area				

Total equivalent academic years* of full-time attendance at college/university: _____ years

* Note: One (1) academic year of full-time attendance at post-secondary is equivalent to eight (8) months

References

List the names and contact information of two (2) latest employers / immediate supervisors responsible for your performance appraisal.

Employment References			
Name	Position/School	E-mail Address	Phone Numbers
1.			Office:
			Mobile:
2.			Office:
			Mobile:

List the name and contact details for one (1) pastoral reference, preferably the pastor of the church you currently attend.

Pastoral Reference		
Pastor Name	E-mail Address	Phone Numbers
		Office:
		Mobile:

CAIS Employee: List the names of CAIS Employees that you know, if any.

Name	Department	Position



Declaration of Criminal Conviction Records

I do not, to the best of my knowledge, have any criminal convictions records and/ or pending criminal proceedings against me anywhere in the world.

OR

I have criminal convictions record(s) and/ or pending criminal proceedings against me, details of which are specified as follows:-

Required Documentation

Copies of the following documents should be submitted with the Application Form.

1. a. Degree parchments, diplomas, certificates and mark transcripts (originals or certified true copies) or
b. Report for Qualifications Assessment of Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ)
2. Copies of teaching certificates (if any)
3. Sexual Conviction Record Check (SCRC)
4. Employment letter indicating previous teaching experience
5. Copy of valid visa or Permanent HKID (proving the right to work in Hong Kong)
6. Copies of reference letters from school administrators
7. Christian Faith Questionnaire

Authorization

Job applicants who do not wish to have the School contact current employers may leave the authorization below blank; however, this may cause communication delays that are not to the applicant's advantage.

By typing my name or signing below, I:

1. Authorize recruitment officers of Christian Alliance International School (CAIS) to contact references from my current or previous employers;
2. Verify that, to the best of my knowledge, all information provided is truthful and accurate; and
3. Agree that my electronic signature on this document is the equivalent of a manual/actual signature.

Applicant's Signature: _____ Date: _____ mm/dd/yyyy