



EMPLOYMENT 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.

Vacancy Applied For: _____ Application Date: _____ mm/dd/yyyy

Date Available for Employment: _____ 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

Spouse Full Name (if applicable): _____ Chinese Name (if any): _____

Social Insurance Number (Canadian applicants only): _____

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

Church Presently Attending: _____ Pastor: _____

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



Dependent Children

Provide details of all dependent children who would reside with the employee.

Full Names of Dependent Children	Age	Birth Date (mm/dd/yyyy)	Current Grade	CAIS Placement Requested (Yes / No)	Special Learning Accommodations Required

Teaching Experience (Preparatory-Grade 12)

Check here if you have no Prep-G12 teaching experience other than internship / practicum and move to next section.

Total verifiable full-time equivalent years (at least 190 full days/yr) of teaching experience in Prep-G12 schools: ___ yrs

Duration of teaching practicum / internship: _____ weeks

Present / Last compensation package

Basic salary per month: _____ Other benefits: _____

Allowances (eg. Education, Housing, Passage, Relocation, etc): _____

Expected salary per month: _____

School 1 (Most Recent)		
School Name	Employment Dates (mm/dd/yyyy)	
	From	To
School 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)		
School Name	Employment Dates (mm/dd/yyyy)	
	From	To
School 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)		
School Name	Employment Dates (mm/dd/yyyy)	
	From	To
School 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

Extra-Curricular Activities

List school extra-curricular activities and dates you led or supervised them.

Extra-Curricular Activity	From (mm/yy)	To (mm/yy)

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	
						From	To
High School							
College/ University			Major	Minor			
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



Other Certifications, Training & Skills

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

Certifications & Training: _____

Technical Skills: _____

Language Skills: _____

Professional Development

List several professional development activities you have participated in over the past three (3) years that you view as relevant to teaching and learning:

Volunteer Work & Church Involvement

Indicate ways in which you have been involved in volunteer work or in a church.

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:



If you have taught before, provide the name and contact information of one (1) parent reference, who should be the parent of a child you have recently taught.

Parental Reference		
Parent Name	E-mail Address	Phone Numbers
		Office: Mobile:
Child Name	Child Grade	

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.

- Cover letter
- Current resume
- Christian Faith Questionnaire
- Transcripts of marks up to highest education level obtained (exclude high school)

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