



LEADERSHIP APPLICATION FORM

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 Expected Monthly Salary (HK\$): _____

Personal Information of the Applicant

Surname: _____ Given Name: _____

Chinese Name (if any): _____ Sex: _____

Address: _____

Phone#: _____ Skype: _____

Email Address: _____

Nationality / Citizenships: _____ Resident Home Country (Domicile): _____

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

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

Leadership Experience

* The School will not approach the contact(s) without seeking consent from the applicant.

School 1 (Most Recent)		
School Name	Employment Dates (mm/dd/yyyy)	
	From	To
School Location (City, Country)	School Level / Grade / School Roll	
Reason(s) for Leaving		
Name of Supervisor*	Phone Number	Email
Remuneration Package Information		



School 2 (Most Recent)		
School Name	Employment Dates (mm/dd/yyyy)	
	From	To
School Location (City, Country)	School Level / Grade / School Roll	
Reason(s) for Leaving		
Name of Supervisor*	Phone Number	Email

Teaching Experience (Preparatory-Grade 12) (if applicable)

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

Complete this section only if your most recent teaching experience was at a different school to the schools listed above.

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		

Professional Development (if applicable)

List several professional development activities you have participated in over the past two (2) years that you view as relevant to this leadership position:



Teaching Certification (if applicable)

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

Education#

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

#It is a requirement of Alberta Education that a minimum of 10 weeks practicum (not internship) is required for teacher and/or leadership certification. Please indicate:

Name of Institution / Program: _____

Duration of Teaching Practicum: _____ weeks

Proof of document(s) will be required upon request from Alberta Education.

Other Certifications, Training & Skills

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

Certifications & Training: _____

Technical Skills: _____

Language Skills: _____

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) leaders who can attest to your leadership abilities.

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 current CAIS Employees that you know, if any.

Name

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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.

- Application Letter
- Full Resume
- Academic and Teaching Certificate(s)
- Christian Faith Questionnaire
- Transcripts of marks up to highest education level obtained (exclude high school)
- Alberta Teacher Certification (if available)
- Hong Kong Teacher Registration (if available)
- Employment Reference Letter(s) (if available)
- Certificate of Baptism (if available)

Authorization

By typing my name or signing below, I:

1. Verify that, to the best of my knowledge, all information provided in the application form and the application submitted herewith is truthful and accurate; and
2. Agree that my electronic signature on this document is the equivalent of a manual/actual signature.

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