

 P O Box 9057, Nasr City, Cairo, EGYPT.

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 E-mail: recruitment@ncbis.co.uk.

 Website: [www.ncbis.co.uk](http://www.ncbis.co.uk)

####  APPLICATION FORM

### PLEASE GIVE DATES AS DD:MM:YR

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| 1. Title: **Mr / Mrs / Miss / Ms / Dr / Other**
 | Gender **M / F**  | 1. Surname:
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| 1. Maiden Name if applicable:
 | 1. First Name:
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| 1. Post for which applying:
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| 1. Main Subject and Levels taught (Secondary School):

Additional Subjects taught (Secondary School):Years taught and subject speciality (Primary School): |

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| 1. Current Address:
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| 8. Telephone No: Mobile: Home: Work: |
| 1. Email address: Skype ID:
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| 1. Other contact number in case of difficulty in contacting you:
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| 1. Marital Status:Married / single / divorced / separated / engaged / with partner \* Underline as appropriate
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| 1. Date and place of birth:
 | 1. Age:
 | 1. Nationality:
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| 1. Passport Number:
 | 1. Date and Place of Issue:
 | 1. Expiry:
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| 1. Details of Teaching Qualification:
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| Institution(State full or part-time) | Dates attended | Subjects studied | Qualifications obtained  | Class of Degree |
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| 1. Details of Higher Education:
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| Institution | Dates | Subjects | Qualification |
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| 1. Details of A Levels / equivalent qualifications obtained:
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| School | Location | Dates | Subject and Grades attained |
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| 1. Date qualified as teacher:
 | 1. Qualified teacher reference number:
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| 1. Complete employment history since first graduation and prior to that if you consider it relevant. State ‘n/a’ where columns do not apply. Chronological order starting with current employment. Please explain any gaps in employment.
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| Employer / name of school or company | Country | Post / Position of Responsibility(State full time or part time) | Dates(month & year) | No. on roll | Ages taught | Reason for leaving |
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| 1. Continuing Professional Development courses and providers attended in the last three years with dates:
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| 1. Please gives details of any extra-curricular that you have been involved in and/or would be interested in leading.
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| 1. Health
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| How many days have you taken off work through illness in the last 2 years? | Are you a smoker / non-smoker? |
| Please give details of any serious illnesses, operations and medical conditions. (NB pre-existing conditions may be excluded from our private health care insurance) NB A health check will be required prior to employment. |
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| 1. Please give details of accompanying family members, including dependent children and their DOB. If your spouse is also applying for a post with us, a separate copy of this form must be completed.
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| 1. Child’s special Education Needs. If your child has a special educational need, please give details and attach copies of any assessments.
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| 1. Appointments to New Cairo British International School are subject to medical and police (DBS) checks. The Immigration authorities in Egypt conduct their own examinations including blood tests and other checks. Persons who are HIV Positive will not be granted residency and therefore will be unable to work.
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| Date of Last DBS (police) check or equivalent:Do you have any criminal convictions? | **YES / NO**  |
| Do you have any criminal case against you pending? | **YES / NO**  |
| If you answered YES to either of the above, please give details: |

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| 1. Please indicate any dates when you will unavailable for interview:
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| 1. **Please attach a submission of approximately 1 side of A4 in length**, setting out other relevant information, your achievements in current / recent posts, educational philosophy and the reasons why you think you are suitable for a post in this School.
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| 1. Referees: Please give **TWO** professional referees (preferably not from the same school unless unavoidable). One referee must be your **current Headteacher/Principal**.
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| **PROFESSIONAL, NOT PERSONAL E-MAIL ADDRESSES FOR REFEREES ARE REQUIRED** |
| Name | Position | Address | Contact Details |
| 1. |  |  | Tel:Email: |
| 2. |  |  | Tel:Email: |
| **It is school policy to take up references prior to interview. I confirm that NCBIS may contact both referees above prior to interview.** **( ) Yes****( ) No****Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Declaration: Please read carefully before signing**
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| **I declare that the information given in this form is true and accurate and I understand that any offer of employment which may be made to me by New Cairo British International School is subject to this declaration.****Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Updated 07th March 2017