



Garden International School Bangkok

Your Choice. Their Future. Our Family.

October 2020

Dear applicant,

If you are reading this, an advert for a post in our school must have caught your attention. Congratulations! – you have taken the first step on an important journey which could lead to you joining our wonderful school in Bangkok.

To complete your application for any of the posts advertised, please **apply through the TES** by the date specified on the advert, and include

- a current CV with photo (max 3 pages),
- contact details of at least 3 professional referees,
- a letter of application (see guidelines below)

Please note that only complete applications containing all 3 elements will be considered

Guidelines for the application letter

- In your letter, please ensure you address the following points:
 1. What attracts you to **this** role in **our** school?
 2. How has your career to date prepared you for this post?
 3. For leadership posts, please include a paragraph or two about your leadership style, and examples of when your leadership style has been used to good effect.
 4. Being a relatively small school, we appreciate people who can be flexible. Other than the subject/role specified in the advertisement, what else are you able/willing to teach and what other skills would you bring to our school (eg: PSHE, counselling, exams officer, Duke of Edinburgh, MUN leader, sports coaching.....etc etc) that may help us complete our staffing jigsaw?

Unfortunately we are unable to acknowledge all applications. Longlisted candidates will be contacted as soon as possible, and no later than the advert closing date. Referees will be contacted as part of the long listing process.

Initial interviews will take place by Skype/Zoom or in Thailand with a final round to follow shortly after. We reserve the right to finalise appointments before the application deadline if excellent candidates emerge, so early applications are encouraged.

We look forward very much to receiving your completed application.

Kind regards

David Figes
Principal

2/1 Yen Akart, Soi 2, Yen Akart Road, Sathorn, Bangkok 10120; +66-(0)2 249-1880

