

Job Application Form

Complete in full and upload to TES to apply

New Cairo British International School, Road 17, 1st District, 3rd Zone, 5th Settlement, New Cairo, Egypt

NCBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be required and undertaken before any appointment is confirmed.

Insert photo here

Position applied for			Date:
Name (as in passport)	(first names)	(surname)	
Preferred name or other known names			
Name Changes	Is your current name different to your birth name, or have you had your name changed? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	If Yes, please list previous name/s and provide official documents that explain ALL name changes		
Are you currently holding a work permit issued in Egypt?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable (Egyptian Citizen)		
Do you require Visas for your dependants? (spouse/children)	<input type="checkbox"/> No <input type="checkbox"/> Yes – Please specify how many:		
Current residential address			Country:
Home Country Address			
	Country:	Total number of years living outside of home country:	
Contacts	(telephone)	(Skype ID)	
	(email)		

Education

Course Name	Institution or University	Country	Year completed

Employment

Are you currently employed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Notice period:	Available start date:
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Please list ALL your previous employment starting with your most recent (use a separate page if more space is required)

Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			
Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			
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Reason for leaving			

Employment Gaps: If you have gaps in employment of 1 month or more, please explain the reason for this and the country where you resided during the gap period.

Are you related to or have close relations with employees at NCBIS?	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details, including name)
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Teachers only

Number of years of full-time teaching completed (or full-time equivalent e.g. 4 years part-time may equate to 2 years full-time)

Please list your curriculum experience:

References - Provide 3 professional references, including current or most recent employer, from line managers that covers a minimum of last 5 years' work history. If you ever worked in a school or organisation associated with children or young people, you need to provide at least one most recent reference from this employer.

1	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	
2	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	

3	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	

Salary and Allowance

To assist in understanding your salary expectation, provide details of your remuneration from your current or most recent employer.

Base Monthly Salary:

Allowances:

Other Benefits:

Declaration

Have you, within Egypt or elsewhere:

- Been arrested, charged and/or convicted with a criminal offense?
- Any past and legal prohibition imposed on you (e.g. Order of Court), that prevents or restrains you from working with children or women?
- Been the subject of any inquiry or investigation by any authority relevant to the education or teaching profession?

No Yes (provide full details in a separate attachment)

I hereby authorise NCBIS or an authorised 3rd party, to conduct any necessary background checks or obtain references to determine my suitability for employment. Background checks may include police and criminal checks, child protection or working with children checks, financial and credit checks, and other types of verification.

I authorise any persons contacted by NCBIS or an authorised 3rd party to provide any relevant information regarding my qualifications, employment history and background, and I release all such persons from any and all claims for providing such information.

I understand that my personal information will be collected, used and retained for assessing my suitability to assume the job duties of the position and to determine preliminary remuneration and benefits package subject to the selection for the position. NCBIS may retain my personal information and job application for future recruitment purposes.

I understand that nothing contained in this application or conveyed during any interview, is intended to create an employment contract or constitute any promise for employment. I understand that if employed, I will be required to provide satisfactory proof of identity and supporting documents. I understand that any misrepresentation or omission of facts or failure to provide the necessary supporting documentary proof may result in rejection of this application; or if hired, result in immediate termination of employment.

I have read and fully understand job description and person specification, and I seek employment under these conditions.

I have attached a letter of application which pertains to the job and person specification.

I have attached a CV in support of my application.

Signed _____

Date _____

Name _____

Human Resources Only

Date Received: _____

Forward to: _____