

## Teacher Employment Application Form

All applications must be made on this form and submitted by email to the school's Principal at *principal@ccis.education*; or printed, filled out and submitted to our office. CVs and Resumes on their own are not accepted, although it is recommended to add one below.

CCIS is committed to safeguarding and promoting the welfare of all children, and we expect our staff to share this commitment. All successful applicants will be required to undergo relevant safeguarding checks before an appointment is confirmed.

Receipt of this application will be acknowledged by email, but only applicants who are short-listed will be contacted further.

POST BEING APPLIED FOR: \_\_\_\_\_

### PERSONAL DETAILS

Title (Mr./ Mrs./ Ms./ Dr.) \_\_\_\_\_

First name(s) \_\_\_\_\_ Surname name \_\_\_\_\_

Any previous/ other names \_\_\_\_\_ Date of birth (DD/MM/YYYY) \_\_\_\_\_

Home address \_\_\_\_\_

Post Code \_\_\_\_\_ Country \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Whatsapp \_\_\_\_\_

Nationality \_\_\_\_\_

### EDUCATION AND QUALIFICATIONS

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| <b>Primary school(s) attended</b> |                                   |
| <b>Name</b>                       | <b>Date (from MM/YY to MM/YY)</b> |
| Primary qualifications gained     |                                   |

| Secondary school(s) attended    |                            |
|---------------------------------|----------------------------|
| Name                            | Date (from MM/YY to MM/YY) |
| Secondary qualifications gained |                            |

| Universities or colleges attended |                            |
|-----------------------------------|----------------------------|
| Name                              | Date (from MM/YY to MM/YY) |
| Degree title and subject          |                            |
| Class/Mention                     |                            |
| Teaching qualifications details   |                            |
| Degree title                      | Date (MM/YY)               |

| Other relevant qualifications |              |
|-------------------------------|--------------|
| Name/Degree title             | Date (MM/YY) |

### EMPLOYMENT HISTORY (MOST RECENT FIRST)

| Name and address of organisation | Position and main responsibilities; full time or part time | Dates (from MM/YY to MM/YY) | Reason for leaving |
|----------------------------------|--|-----------------------------|--------------------|
|                                  |  |                             |                    |
|                                  |  |                             |                    |

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|--|--|--|--|
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### OTHER INTERESTS AND ACHIEVEMENTS

Please briefly indicate any other interests and achievements that you think may be relevant:

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### LANGUAGES

| Please indicate your level of proficiency in: | Level |
|---|-------|
| English                                       |       |
| Kiswahili                                     |       |
| Other languages                               |       |

### REFEREES

*Please give the names and contact details of three referees, one of whom must be your current or most recent employer as a teacher, who will be contacted when the short-list is being drawn up. This will include seeking information about suitability to work with children as well as any past disciplinary issues.*

|   |
|---|
| <b>REFEREE 1</b><br><i>*must be your current or most recent employer as a teacher</i> |
| Name (Mr. / Ms. etc.)   |
| Job title   |

|  |                                    |
|--|------------------------------------|
| Postal address                             |                                    |
| Email address (professional if one exists) |                                    |
| Phone number (professional if one exists)  |                                    |
| Capacity in which (s)he knows you          | Length of time (s)he has known you |

|  |                                    |
|--|------------------------------------|
| <b>REFEREE 2</b>                           |                                    |
| Name (Mr. / Ms. etc.)                      |                                    |
| Job title                                  |                                    |
| Postal address                             |                                    |
| Email address (professional if one exists) |                                    |
| Phone number (professional if one exists)  |                                    |
| Capacity in which (s)he knows you          | Length of time (s)he has known you |

|  |                                    |
|--|------------------------------------|
| <b>REFEREE 3</b>                           |                                    |
| Name (Mr. / Ms. etc.)                      |                                    |
| Job title                                  |                                    |
| Postal address                             |                                    |
| Email address (professional if one exists) |                                    |
| Phone number (professional if one exists)  |                                    |
| Capacity in which (s)he knows you          | Length of time (s)he has known you |

Please give details of any family/close connections/relationships to current employees, or students at CCIS. \_\_\_\_\_

How did you first learn of this vacancy?

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Are you interested in volunteering with CCIS should a paid position not be available?

- Yes, I am interested in volunteering       No, I am not interested in volunteering

✓ **Please attach a copy of your CV/résumé (recommended).**

✓ **Please attach a brief cover letter providing the following information:**

- 1) Briefly describe why you have chosen teaching as your profession.
- 2) Briefly describe your previous teaching experience.
- 3) What are your interests outside of work?
- 4) What do you consider are some of your key strengths?
- 5) What do you consider are some of your weaknesses?
- 6) What extra skills could you contribute to the life of the school?
- 7) (If not a Tanzanian National) What support network do you have in place to help you transition to living and working in Tanzania?
- 8) What experience do you have in planning effective lessons?
- 9) What experience do you have in assessing children and their learning?
- 10) Do you have a Christian faith and if so, briefly describe how this works in your life?
- 11) What cross-cultural experiences do you have?

## STATEMENT

### In submitting this application:

**I confirm that I have no unspent criminal convictions, cautions, reprimands or warnings and that there are no legal actions pending against me.**

**I confirm that the information contained on this form is complete and accurate and that I am not barred or disqualified from working with children, nor subject to any sanctions or conditions imposed by a regulatory body on my employment.**

**I understand that knowingly giving false information or omitting any relevant information could result in the withdrawal of any offer of employment, or dismissal.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_