CHATSWORTH INTERNATIONAL SCHOOL

CHATSWORTH PROPRIETARY PROPERTY. CONFIDENTIAL.
Not to be shared, copied or distributed in any way or form outside of Chatsworth.

EMPLOYMENT FORM: ACADEMIC STAFF

Attach a recent passport-sized photograph of yourself

POSITION APPLIED _____

(☐ Full-time ☐ Part-time ☐ Relief)

REMUNERATION EXPECTED _____

EXPECTED AVAILABLE DATE _____

NOTE

1. This form is for easy processing of your application for employment with us should you be employed. The School undertakes not to divulge your personal data and information to any third party without your prior written consent other than relevant Government Authorities.
2. All relevant parts of this application form must be completed. If space in this application is insufficient, please attach an addendum.
3. Part-time or relief teachers must be Singapore citizens or be a Singapore PR.
4. Upon submitting this employment form, the applicant authorizes Chatsworth International School to conduct background and reference checks as deemed necessary and appropriate by the school.
5. This application should be forwarded with your CV and all other relevant documentation. Please read the information required for all applicants on our school website before submitting.

A. PERSONAL INFORMATION

Name (as in NRIC / Passport):

*Place of Birth: *Nationality: *Race:	*Date of Birth: *Sex: ☐ Male ☐ Female *Religion:	*Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Partner * * Recognised common-law spouse will be permitted Long Term Visit Pass as per SG law.
No of Dependants residing with you: If you are a Singapore Permanent Resident, please state the date of commencement of the PR status: _____		No of Yrs Full-time Teaching Experience: No of Yrs Full-time Administrative Experience:
Country / State / Province where Teacher Certification was received: _____ Date of Certification (dd/mm/yy): _____ Expiration Date (dd/mm/yy): _____		Are you currently holding or have been issued an Employment Pass / Permit in Singapore? Yes ☐ No ☐

Address & Contact Telephone Number in Singapore (if applicable)

House/Block No: _____ Street Name: _____

Unit No: _____ Building Name: _____ S ( )

Telephone No: _____ (Home) _____ (Office) _____ (Mobile)

E-mail Address: _____

Overseas Address & Contact Telephone Number (If you are not a Singapore Citizen or Permanent Resident)

Address: _____

_____

Telephone No: _____

* Required for administrative purposes only and not used as selection criteria.

CHATSWORTH PROPRIETARY PROPERTY. CONFIDENTIAL.
Not to be shared, copied or distributed in any way or form outside of Chatsworth.

B. FAMILY INFORMATION			
Name	Relationship	Nationality	Date of Birth
	☐ Spouse ☐ Partner		

C. ASSIGNMENT PREFERENCE (S) (more than one can be selected)		
☐ Kindergarten	☐ Primary (Y1 – Y3)	☐ Primary (Y4 – Y6)
☐ Middle School	☐ High School (Y10 – Y11)	☐ High School (Y12 – Y13)
Extra Curricular Activities/Coaching (Please list extracurricular activities or sports teams you would like to be involved in)		

D. EMERGENCY CONTACT INFORMATION	
Contact 1 Name: Relationship: Address: Contact No:	Contact 2 Name: Relationship: Address: Contact No:

E. ACADEMIC QUALIFICATIONS (Please attach all relevant certificates)				
Period Attended		Schools/Institutions Attended	Location	Qualifications Obtained ('O'/'A' Levels, Diplomas, Degree)
From	To			

CHATSWORTH PROPRIETARY PROPERTY. CONFIDENTIAL.
Not to be shared, copied or distributed in any way or form outside of Chatsworth.

F. OTHER PROFESSIONAL TRAINING (Please attach all relevant certificates)			
Course Title	Institution	Qualifications	Year Graduated

G. LANGUAGE PROFICIENCY					
Please state the level of proficiency by indicating 1-5 with 1 being the lowest and 5 being the highest					
Language	Spoken	Written	Language	Spoken	Written

H. COMPUTER LITERACY & OTHER SKILLS (Please indicate the software you are competent in)

I. EMPLOYMENT HISTORY

Note: List all schools in which you have been employed.

Date To (mm/yy)		School (in chronological order)	Location	Grade Level / Subject	Reason for Leaving
From	To				

J. CURRENT EMPLOYMENT

Note: Reference check will not be made to your present employer without your consent.

Date Joined	School & Location	Grade Level / Subject	Annual Salary	Reason for Leaving

Key Responsibilities:

Notice Required (to end present employment) : _____ (weeks)

CHATSWORTH PROPRIETARY PROPERTY. CONFIDENTIAL.
Not to be shared, copied or distributed in any way or form outside of Chatsworth.

K. PROFESSIONAL REFEREES

Note: Please name 3 referees (excluding family members or relatives) who are associates from your work or academic circle and can give us information about your teaching experience and character. One of these must be your current Principal or Supervisor.

Name	Firm/Institution	Position Held	Contact Number	Email Address

L. HEALTH DECLARATION

1. If you have been hospitalised or undergone a surgical operation during the past 5 years, please explain briefly:

   _____

2. Are you suffering from or have a history of any major illnesses (e.g. hypertension, asthma, diabetes, AIDS, HIV, TB, dialysis treatment, chemotherapy treatment), mental disorder or physical impairment?

   ☐ No ☐ Yes (please specify _____)

3. Are you presently prescribed with long term medication or drugs to keep your medical condition stable?

   ☐ No ☐ Yes (please specify _____)

M. ADDITIONAL INFORMATION

1. Have you ever been declared bankrupt?

   ☐ No ☐ Yes (state date & reason _____)

2. Have you been convicted in a court of law in any country for abuse (sexual, child, physical, drug abuse) fraudulent or dishonesty act or any other criminal offences?

   ☐ No ☐ Yes (state date & nature _____)

3. Have you been convicted of any offence under the Private Education Act, Singapore within a period of 5 years preceding the deployment?

   ☐ No ☐ Yes (state date & nature _____)

4. Have you been dismissed, discharged or suspended from any employment prior to this job application?

   ☐ No ☐ Yes (state date & reason _____)

5. Have you ever broken a contract / terminated a contract early?

   ☐ No ☐ Yes (state date & reason _____)

6. **CHILD PROTECTION**

   Chatsworth International School promotes a safe and positive community and has a special obligation to protect students. All employees are bound by the Child Protection policy and are subject to reference checks. All members of the community are responsible for the safety and well-being of every child.

CHATSWORTH PROPRIETARY PROPERTY. CONFIDENTIAL.
Not to be shared, copied or distributed in any way or form outside of Chatsworth.

N. APPLICANT DECLARATION

1. I hereby give my consent for Chatsworth International School to obtain and verify from or with any source, as deem appropriate for the assessment of my application for employment.
2. I declare that the particulars given by me in this application for employment and the attached sheets are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact.
3. I accept that if any of the information given by me in this application is in any way false or incorrect, I shall be disqualified from employment or dismissed from service.

_____ _____

Applicant's Signature & Name as in IC / Passport Date