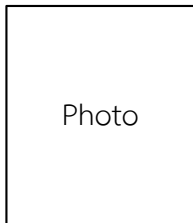




RAYONGWITTAYAKOM SCHOOL

Address: Mueang Rayong District, Rayong



APPLICATION FORM FOR A TEACHING POSITION

Please complete all information requested on the application form, even though it may be duplicated on your resumé.

The school's policy is to review each application form it receives. Please note that only those applicants whom we select for interview will be contacted by telephone. Application forms and any accompanying documents are kept for 12 months from time of receipt.

APPLICANT INFORMATION

Name of Applicant: _____

Surname

First

Middle

Gender: Male Female

Marital Status: Single Married Divorce Widow

Nationality: _____ Passport Number: _____

Authority by: _____ Date of issue: _____ Date of expire: _____

Current Address in Thailand: _____

Street

City

Province

Postal Code

Telephone: _____ Email: _____

Subject/Teaching Area: _____

(May fill in more than one area) Expected Salary: _____

What is your preferred grade level? (For your professional training level, designate in numerical order of preference, with 1 = most preferred and 2 = least preferred.)

Junior Secondary 8-10 _____ Secondary 8-12 _____

APPLICATION MATERIALS

In order to be considered for this position, your application materials must include the following:

- | | |
|--|--|
| <input type="checkbox"/> A completed application form (including signatures) | <input type="checkbox"/> A letter of application |
| <input type="checkbox"/> A copy of passport and visa | <input type="checkbox"/> A Recent photo |
| <input type="checkbox"/> A copy of degree and transcripts | <input type="checkbox"/> Resumé |

EMPLOYMENT HISTORY

Teaching Experience (Give the most recent first. List every school district where you have been employed and your years of teaching experience.)

Dates (from/to)	Number of Years	Grade/Assignment	School	District (No.) and Province

TEACHING LICENCE

Do you hold a teaching licence Yes No

If yes, it is valid from _____ until _____

EDUCATIONAL HISTORY (Give the highest level first and attach supporting documentation.)

Name of School or Institution	Location	Area of Study	Grade, Certification, Diploma, or Degree	GPA

Languages (tick if applicable)	Level (indicate proficiency)		
English	Speak	Read	Write
French	Speak	Read	Write
Spanish	Speak	Read	Write
Other (specify)	Speak	Read	Write

PERSONAL AND GENERAL INFORMATION

Question	Yes	No
Have you ever been convicted or charged with a criminal code offence or a summary conviction offence, or do you have any outstanding charges pending? (A conviction or charge does not necessarily preclude an offer of employment.)		
Have you ever been dismissed, suspended, or disciplined by any governing body, school board, or college of teachers?		
Have you ever received a less-than-satisfactory teaching or practicum evaluation?		
Have you ever been disciplined, discharged, or asked to resign, or have you agreed to resign, from a position (either teaching or non-teaching) following a complaint against you, or an investigation or review of your conduct?		
Do you know of any reason you should not be employed in a capacity in which you work with or will be in contact with children?		

If you have answered **Yes** to any of the above questions, please provide a detailed explanation, place in an envelope marked **CONFIDENTIAL**, and include with this application form.

REFERENCES

Please give at least three professional referees who have first-hand knowledge of your professional competence and personal qualifications. Reference checks will be initiated before any offer of employment. Your references may also be checked during the screening of applications or prior to the interview stage.

Name	Institution	Position	Telephone

Please read the following carefully before signing.

APPLICANT’S DECLARATION AND AGREEMENT

I declare that all of the information I have given in this application form and in my resumé and any other attachments is complete and true in every respect. I understand that if any of this information is found to be untrue or incomplete, or if I fail to respond completely and truthfully to any questions asked, my application may be rejected, or in the event that my application is successful, my employment may be terminated.

As a condition of application and possible employment, I authorize Rayongwittayakom School to contact any references, school or faculty associates, or past or present employers named in this application form, or in my resumé and any other attachments, for the purposes of (1) verifying my qualifications and the other information in these documents, (2) assessing my past work performance, and (3) determining my suitability for employment.

I understand that all references will be received in confidence by Rayongwittayakom School and will not be released to me without the referees’ consent.

I also understand that any offer of employment is conditional on my providing, at my own cost, Rayongwittayakom School with a complete criminal record search pursuant to the Criminal Records Review Act and a satisfactory review of the results of the search by Rayongwittayakom School.

Signature of Applicant: _____

Date: _____

Submit an application form to e-mail : hr-ryw@rayongwit.ac.th