



AUSTRALIAN INTERNATIONAL SCHOOL EMPLOYMENT APPLICATION FORM

Post Applied for:

- * THE FORM **MUST BE COMPLETED FULLY** USING BLACK INK OR TYPE. ATTACH ADDITIONAL PAGES IF NEEDED.
- * YOU SHOULD ATTACH A FULL LENGTH PHOTOGRAPH
YOU MAY ATTACH A C.V. IN SUPPORT OF YOUR APPLICATION IF DESIRED.

SECTION 1: PERSONAL DETAILS

Last Name: First Name:
 Middle Name(s):
 Any other names used in educational or work background:
 Marital Status:

Mailing Address:

Street Address:

Email address:

Telephone Contact Numbers: Home: Cell:
 Work: May we contact you at work? Yes No

Your date of birth: Nationality:

SECTION 2: PRESENT EMPLOYMENT

(If now unemployed give details of last employer)

Name of Employer: School/Department:

Address:

Post Title:

Date of Appointment: Salary:

Brief description of duties:

Will you be taking a leave of absence if you are offered a position for the next academic year? Yes No

Period of Notice Required: Last day of service (if no longer employed):

Reason for leaving (if no longer employed):

SECTION 3: PREVIOUS EMPLOYMENT

(Most recent employer first. Please cover the last 10 years. Continue on a separate sheet if necessary.)

Name of Employer:

Address:

Position Held:

Period of Employment:

[mm/yyyy]

to

[mm/yyyy]

Summary of Duties:

Reason for Leaving:

Name of Employer:

Address:

Position Held:

Period of Employment:

[mm/yyyy]

to

[mm/yyyy]

Summary of Duties:

Reason for Leaving:

Name of Employer:

Address:

Position Held:

Period of Employment:

to

Summary of Duties:

Reason for Leaving:

SECTION 4: EDUCATION*(Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.)*

College or University	Course	Qualifications, grades & dates attended
School	Subjects	Qualifications, grades & dates attended

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details & Dates achieved

Current Membership in any Professional/Technical Associations – Please state level of Membership:

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Continue on a separate sheet if necessary

SECTION 5: TRAINING AND DEVELOPMENT*(Any training & development courses or non-qualification courses which support your application.)*

Title of Training Programme or Course	Length of Course	Area(s) of Focus

Continue on a separate sheet if necessary

SECTION 6: PERSONAL STATEMENT

(Explain why you are applying and how you meet the requirements set out in the job description.)

Continue on a separate sheet if necessary

SECTION 7: DEPENDANTS

(Limited to a spouse and /or dependent children under the age of 18. Overseas applicants should list only those who would accompany them for the duration of the contract)

Number of Dependents:

SECTION 8: CONVICTIONS

Have you ever been convicted of a criminal offence?

If yes, please submit full details of the conviction within a sealed envelope together with this application form. Mark the envelope "Confidential - for the attention of the HR Manager". The envelope will only be opened if you are short listed for interview. A conviction will not necessarily disqualify an applicant.

SECTION 9: REFERENCES

Please give the names and details of two individuals who may be contacted for work-related references.

if you have not been employed, provide an academic and character reference. if self-employed, give your business name and supply business references.

REFERENCE 1

Name:	<input style="width: 95%; height: 20px;" type="text"/>
Position (job title):	<input style="width: 95%; height: 20px;" type="text"/>
Work Relationship:	<input style="width: 95%; height: 20px;" type="text"/>
Organisation:	<input style="width: 95%; height: 20px;" type="text"/>
Address:	<input style="width: 95%; height: 80px;" type="text"/>
Telephone no.:	<input style="width: 95%; height: 20px;" type="text"/>
Email:	<input style="width: 95%; height: 20px;" type="text"/>

REFERENCE 2

Name:	<input style="width: 95%; height: 20px;" type="text"/>
Position (job title):	<input style="width: 95%; height: 20px;" type="text"/>
Work Relationship:	<input style="width: 95%; height: 20px;" type="text"/>
Organisation:	<input style="width: 95%; height: 20px;" type="text"/>
Address:	<input style="width: 95%; height: 80px;" type="text"/>
Telephone no.:	<input style="width: 95%; height: 20px;" type="text"/>
Email:	<input style="width: 95%; height: 20px;" type="text"/>

This referee may be contacted:

-at any stage during the recruitment process	<input style="width: 60px; height: 20px;" type="checkbox"/>
-only if shortlisted	<input style="width: 60px; height: 20px;" type="checkbox"/>
-only if I am the preferred candidate	<input style="width: 60px; height: 20px;" type="checkbox"/>

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-at any stage during the recruitment process	<input style="width: 60px; height: 20px;" type="checkbox"/>
-only if shortlisted	<input style="width: 60px; height: 20px;" type="checkbox"/>
-only if I am the preferred candidate	<input style="width: 60px; height: 20px;" type="checkbox"/>

Please tick the relevant boxes above. A job offer will not be made without 2 satisfactory references.

SECTION 10: DECLARATION

Please complete and sign the following declaration. If you are returning this form by email, you will be asked to sign your application form if called for an interview.

I hereby certify that:

- the information I have provided on this form is correct to the best of my knowledge, and may be verified by the AIS prior to my appointment
- all questions have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Please initial

I understand and agree that, if offered employment I will be required to:

- undergo a pre-employment medical to ascertain my health status. Adverse results of such examinations may result in the withdrawal of the offer of employment
- provide proof of my qualifications
- provide a police clearance certificate from my country of residence

The information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be in accordance with the requirements at AIS and the government of Vietnam. If you accept a post, your personal information will be held for purposes relating to your Employment Agreement.

By signing this application you authorize representatives of the AIS to collect and/or verify any information that is relevant in support of your application.

Signed:

Date:

dd / mm / yyyy

Xi Campus

(Kindergarten)
190 Nguyen Van Huong Street
Thao Dien Ward | District 2
HCMC | Vietnam
t: +84 8 3519 2727 | f: +84 8 3744 6961

Thao Dien Campus

(Kindergarten & Primary School)
APSC Compound
36 Thao Dien Road | District 2
HCMC | Vietnam
t: +84 8 3744 6960 | f: +84 8 3744 6961

Thu Thiem Campus

(Kindergarten, Primary, Middle & Senior School)
264 Mai Chi Tho (East-West Highway)
An Phu Ward | District 2
HCMC | Vietnam
t: +84 8 3742 4040 | f: +84 8 3740 7361

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