ST JOSEPH'S INSTITUTION INTERNATIONAL SCHOOL

"Enter to Learn, Leave to Serve"

EVER RADIANT SDN. BHD. Co.No. 200901033574 (876687-U)

EMPLOYMENT APPLICATION FORM

PRIVATE & CONFIDENTIAL

Date of Application:

Post Applied For:

Please affix a recent photo

(Passport size)

PERSONAL DETAILS

Full Name (as per IC / Passport):

Email Address:

Home Address:

Correspondence Address:

Telephone (Home):

Telephone (Mobile):

Date of Birth: Age: Marital Status: Nationality:

I/C Number (For Malaysian):

Passport Number (For Non-Malaysian):

Race:

Religion:

NEXT OF KIN

Relations	Name	Age	Present/Previous Occupation
Father			
Mother			

+603 8605 3605 enquiries@sji-international.edu.my sji-international.edu.my

A school of the **De La Salle Brothers**

DEPENDENTS DETAILS

Name of Dependent	Relationship to the applicant (e.g spouse, partner, child,etc)	Nationality	Date of Birth	Present/Previous Occupation

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Name of School/ Institution/ College/ University	Date Joined (dd/mm/yy)	Date Graduated (dd/mm/yy)	Highest Standard Passed (PGCE/ PGDE, Master, Degree, Diploma, Certificate, etc)

LANGUAGE PROFICIENCY

Please select the appropriate rating

Language	Speaking	Written
Bahasa Melayu	Please select	Please select
English	Please select	Please select
Other Languages	Please select	Please select

CAREER HISTORY

Please give details here of **full-time** jobs. **Start with your present or most recent position.**

Date of Employment From (mm/yy)	To (mm/yy)	Name of employer/ school, Country	Job Title	Last Drawn Salary	Reason for leaving

Briefly describe your current / most recent job role & responsibilities.

REFERENCES DETAILS

Teaching Position:
Please provide references from your Headteacher or Principal at both your current and previous schools/institutions.

Non-Teaching Position:
Please provide references from your immediate supervisor or reporting manager at both your current and previous employers.

(References will not be accepted from relatives, colleagues, or individuals providing references solely in the capacity of friends.)

Details of Referee	Referee 1 (Current employer/ school)	Referee 2 (Previous employer/ school)
Name:		
Job Title:		
Name of employer/ school:		
Relation to the applicant:		
Telephone number:		
Official Work Email Address:		

ADDITIONAL INFORMATION

Please state any relevant information which will support your application

OTHER INFORMATION

How do you know about SJIIS?

Have you any friends or relatives with SJIIS? If yes, please state name, designation and department.

Is your spouse/ partner applying for a position within the school? If yes, position applying for:

Have you at any time been convicted or found guilty of any serious offence by any court? If yes, state offence or reasons.

Have you ever been dismissed from any employment? If yes, state reasons.

Have you any serious illness? If yes, indicate nature of illness.

Notice period with current employer

If you are successful for this position, when are you able to start?

If you are successful appointed, what is your expected salary?

ACKNOWLEDGEMENT AND AUTHORISATION

- I certify that all answers given herein are true and complete to the best of my knowledge.
- I authorise investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in an immediate termination of employment.

Signature

Date

Applicant's Name:

FOR HUMAN RESOURCE DEPARTMENT USE

Interview Date / Time :

Interview by:

Comments:

Comments on Safeguarding Response:

Commitment to Safer Recruitment

SJIIS is commited to safeguarding and promoting the welfare of children and young people in its care. As an employer, the school expects all staff and volunteers to share this commitment and all appointed employees are appointed subject to satisfactory Enhanced Criminal Records Checks.