

 **United Language School**

**Employee's Application form**

**These data box filled only by the school**

**Mark:**

/10

**Accepted: Rejected:**

**Comments:……………………………………………………………………………………………………………………………………………….................................................................................................**

**Principal's Signature: ……………………………… Salary: ………………………..**

 **Date: ….../…..../…………**

 **Applicant Information**

 I'm honored to apply as an employee for the current post in United Language *School*.

**Job applying for:** ----------------------------------------------------------------------------------------------------------------

**Full name: -**-----------------------------------------------------------------------------------------------------------------------

**Address:** ----------------------------------------------------------------------------------------------------------------------------

**Date of birth**: ……/……/………..  **Gender:** ---------------------------------------------

**Nationality**: ------------------------------------- **Religion:** --------------------------------------------

**E-mail:**-------------------------------------------  **Mobile:** ----------------------------------------------

**Home telephone**: ------------------------------ **Other mob. No.:**-------------------------------

**Military service**: -------------------------------- **Marital status**: --------------------------------

(**For males**)

**Education**

Qualification obtained from schools\Colleges\Universities

|  |  |  |
| --- | --- | --- |
| **Schools/colleges/Universities**  | **Date** | **Degree** |
|  |  |  |

 **Continuing Education**

 **(Please give details of all courses including the month\year)**

|  |  |  |
| --- | --- | --- |
| **Name of course**  | **Date** | **Provider**  |
| **From** | **To** |
|  |  |  |  |

 **Employment History**

 **(State in order, and most recent first, your previous employment record)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer's Name** | **Date** | **Job title** | **Reason of leaving** |
| **From** | **To** |
|  |  |  |  |  |

 **Language proficiency**

**(Spoken \ Writing \ Reading)**

**English: Excellent Good Fair**

**French: Excellent Good Fair**

**Other lang.: Excellent Good Fair**

**(-----------)**

 **Supporting statement**

Please give details of your experience, skills, abilities and any other additional information which you think would be useful in this job. You should cover the points listed in the person specification and include any additional information.

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 **References**

 **Are you related to a trustee or employee of the school?**

 **YES NO**

 **If yes please give brief details:**

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* **Your last salary** : ---------------------------------------
* **Expected salary :**---------------------------------------
* **I hereby declare that all the information provided is correct.**

**Signature of applicant Date**

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