



Application for Employment

Kindly fill in this form carefully and in full even if you are attaching a CV. Submission of an incomplete form or a form which has been carelessly filled in creates a negative impression!

Please state which position you are applying for ↓

Today's Date ↓ dd/mm/yyyy
___/___/_____

First name(s) ↓	Surname ↓

(Mr, Mrs, Miss, Ms, Dr etc) ↓

Date of birth ↓ dd/mm/yyyy	Sex ↓ (M/F)
___/___/_____	

e-mail address ↓ Please print clearly

Postal Address ↓	Residential Address ↓ <i>(please give details of town, street name, house number etc)</i>	Contact telephone number/s ↓
		Numbers: Whatsapp number:

SECONDARY EDUCATION *Please start with the school you **most recently** attended.*

Name of School	Qualification	Subject	Grade achieved	Year gained
For example... <i>New Nation School</i>	<i>A Levels</i>	<i>Biology, Chemistry, Physics</i>	<i>B, B, C</i>	<i>2008</i>

TERTIARY EDUCATION *Please start with the institution you **most recently** attended.*

Educational Institution	Qualification	Subject	Grade/level achieved	Year gained
For example... <i>The University of Ghana</i>	<i>BSc</i>	<i>Biochemistry</i>	<i>Upper Second</i>	<i>2012</i>

PREVIOUS EMPLOYMENT

*Please start with your **most recent** previous employment. Do not include current employment. If you have no previous employment, please write **N/A**.*

Name and address of establishment	Position held <i>In the case of teaching appointments, please state: subjects taught and the year groups of children taught.</i>	From <i>month, year</i>	To <i>month, year</i>

CURRENT EMPLOYMENT

If you are NOT currently employed, please write N/A.

Name and address of establishment	Position held <i>If your current employment is a teaching position, please state: subjects taught and the year groups of children taught.</i>	Employed since
For example... <i>Green Acres School, Nmai Dzorn, Greater Accra</i>	<i>French Teacher for JSS 1 & 2</i>	<i>September, 2010</i>

AVAILABILITY

If offered a position at New Nation School, when would you be available to start work? Please tick one box.

I would be available to start work immediately

I would need to give notice to my current employers

Please state length of notice in weeks: _____

OTHER COMMITMENTS

*Please give details of any **courses** in which you are currently enrolled (or that you intend to embark upon) or any **other employment** you would intend to be engaged in even if offered a post at New Nation School.*

COMPUTER LITERACY Please give details of programmes, applications and professional software which you can use with ease.

PUNCTUALITY Are you able to arrive by 7.30 am each morning? Yes No

How would you rate yourself when it comes to punctuality? Excellent Very good Quite good Not very good

MEDICAL HISTORY

How many days have you taken off work in the last twelve months due to ill health? Please specify reasons.

Do you have any long-standing medical conditions that regularly cause you to be unwell? If so, please specify.

Have you suffered from (or received treatment for) stress or mental illness? If so, please give details.

CRIMINAL RECORD Have you ever been convicted of a criminal act? If so, please give details.

GUARANTEE OF SERVICE If you accept an offer of employment with us, how many years' service will you **guarantee**?

One? Two? More than two?

HOBBIES & SKILLS *Please tell us about what you enjoy doing in your free time and about any additional skills you possess.*

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FAITH *If you attend meetings of any church REGULARLY please fill in the details below.*

Name and location of church	How long have you been attending?	Name of pastor/elder	Contact telephone number

Are you born again? Please tick one box Yes No

<i>If you answered yes to the question above, please give an account of how you came to be born again.</i>
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REFERENCES

Please note that this section is to be filled in **by the applicant** - NOT the referee.

Referees should be people who have previously **employed** you (NOT colleagues) in a field **relevant to the position for which you are applying**.
If you have not worked before then your referee should be the leader of your church or a former teacher/lecturer/head teacher etc

	REFEREE 1	REFEREE 2
Name		
Rank or profession		
Name and address of establishment		
Referee's telephone number/s		
State capacity in which the referee knows you. <i>(eg She was my employer, He is my pastor)</i>		