A black background with gold text and columns

Description automatically generated**Concord College International School Employment Application Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | | | | | |
| **Position applied for** |  | | | | |
| **Personal details** | | | | | |
| **Full name as per IC/passport** |  | | | | **Please insert a recent photo.** |
| **Permanent address** |  | | | |
| **Current address** |  | | | |
| **Email address** |  | | | |
| **Phone number** |  | | | |
| **Date of birth** |  | | **Place of birth** |  | |
| **Passport number/New NRIC** |  | | **Nationality** |  | |
| **Marital status** | **Choose one** | | **Is this a joint application?** | | **Choose one** |
| **Spouse**  **(if applicable)** | **Full name as per IC/Passport** | | | **Date of birth** | **Position applied for if joint application** |
|  | | |  |  |
| **Dependant(s)**  **(if applicable)** | **Full name as per IC/Passport** | | | **Date of birth** | **Relationship** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **Is your spouse accompanying you during your employment in Malaysia?** | | | | | **Choose one** |
| **Are your dependants accompanying you during your employment in Malaysia?** | | | | | **Choose one** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Teaching Qualifications (for academic positions only)** | | | | | | | |
| **What teaching qualification do you have?** |  | | | | | | |
| **How long have you taught since qualifying as a teacher?** |  | | | | | | |
| **Secondary education *(add rows if required)*** | | | | | | | |
| **Secondary school** | **Name of institution** | | | | **Dates attended (dd/mm/yyyy)** | | |
| 1 |  | | |  | to |  |
| **Secondary School qualifications gained/grades** |  | | | | | | |
| **Post-secondary education *(add rows if required)*** | | | | | | | |
| **University/College** | **Name of institution** | | | | **Dates attended (dd/mm/yyyy)** | | |
| **1** |  | | |  | to |  |
| **Qualifications gained/grades** |  | | | | |
| **2** |  | | |  | to |  |
| **Qualifications gained/grades** |  | | | | |
| **Current employment** | | | | | | | |
| **Employer** |  | | | | | | |
| **Position** |  | | | | **Employment type** | **Choose one** | |
| **Summary of responsibilities** |  | | | | | | |
| **Start date (dd/mm/yyyy)** |  | | | **End date (dd/mm/yyyy)** |  | | |
| **Salary and benefits** |  | | | | | | |
| **Reason for leaving** |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment** | | | | |
| **Employer** |  | | | |
| **Position** |  | | **Employment type** | **Choose one** |
| **Summary of responsibilities** |  | | | |
| **Start date (dd/mm/yyyy)** |  | **End date (dd/mm/yyyy)** |  | |
| **Salary and benefits** |  | | | |
| **Reason for leaving** |  | | | |
| **Previous employment** | | | | |
| **Employer** |  | | | |
| **Position** |  | | **Employment type** | **Choose one** |
| **Summary of responsibilities** |  | | | |
| **Start date (dd/mm/yyyy)** |  | **End date (dd/mm/yyyy)** |  | |
| **Salary and benefits** |  | | | |
| **Reason for leaving** |  | | | |
| **Previous employment** | | | | |
| **Employer** |  | | | |
| **Position** |  | | **Employment type** | **Choose one** |
| **Summary of responsibilities** |  | | | |
| **Start date (dd/mm/yyyy)** |  | **End date (dd/mm/yyyy)** |  | |
| **Salary and benefits** |  | | | |
| **Reason for leaving** |  | | | |
| **Gaps in employment *(add rows if required)*** | | | | |
| **Dates** | **Description** | | | |
|  |  | | | |
|  |  | | | |

|  |
| --- |
| **Letter of application** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal information** | | | | |
| **Interests and extra-curriculars** | |  | | |
| **List any other relevant qualifications or interests** | |  | | |
| **First reference *(from your current employer)*** | | | | |
| **Name** | |  | | |
| **Position and institution** | |  | | |
| **Relationship with referee** | |  | | |
| **Phone** | |  | | |
| **Email** | |  | | |
| **Second reference** | | | | |
| **Name** | |  | | |
| **Position and institution** | |  | | |
| **Relationship with referee** | |  | | |
| **Phone** | |  | | |
| **Email** | |  | | |
| **Third reference** | | | | |
| **Name** | |  | | |
| **Position** | |  | | |
| **Relationship with referee** | |  | | |
| **Phone** | |  | | |
| **Email** | |  | | |
| **Can we contact your references at this time?** | | | **Choose one** | |
| **Criminal convictions** | | | | |
| This post is subject to Disclosure and Barring Service (DBS) checks. DBS checks will be conducted on British Nationals. If you are a British National and have been living outside the UK or if you are not a British citizen, global screening prior to employment is required. | | | | |
| **1** | Have you ever received a caution, including conditional cautions, suspected or have been convicted by a court for any offence? | | | **Choose one** |
| **2** | Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or equivalent in other countries in which you have lived? | | | **Choose one** |
| **3** | Have you ever been the subject of an investigation or enquiry by the police or local authority in relation to a child or children or criminal related offences? | | | **Choose one** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Medical information** | | | |
| **1** | Do you consider yourself disabled? According to the Persons with Disabilities Act, 2008, "OKU include those who have long term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society”. | | **Choose one** |
| **2** | Have you suffered from any medical condition which has affected or may in future affect your work? | | **Choose one** |
| **3** | Have you suffered any ill health requiring certification or medication within the last 12 months? If YES, please give details on a separate sheet | | **Choose one** |
| **Availability** | | | |
| Please indicate the date in which you are available to begin employment (dd/mm/yyyy) | |  | |
| **Declaration and consent** | | | |
| I hereby declare that all the information given above and any other supplementary information attached in connection to my application, whether on this document or not, are accurate and to the best of my knowledge true and correct. I understand that any misrepresentation, falsification, or omission of information may be grounds for my dismissal upon employment or would result in the termination of my employment with Concord College International School Malaysia.  ……………………………………. ……………………………………….  Signature of Applicant Date | | | |
| **Applicant’s Consent for Use of Personal Data** | | | |
| I understand and agree that my personal data, including sensitive personal data, may be used by Concord College International School which includes the holding company, subsidiaries and any associated company to monitor the Company’s recruitment initiatives and related policies.  I understand and agree that my personal data, including sensitive personal data, may be disclosed to third parties to verify or obtain additional information including education institutions, current/previous employers and credit reference agencies. I understand that even if my application is unsuccessful, my personal data, including sensitive personal data, may be retained for consideration for future job opportunities in the Company and/or any of its subsidiaries.  I voluntarily give the Company the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies or corporations supplying such information. I hereby consent to all persons, companies or corporations sharing any information obtained about me in order for the Company to consider making an offer of employment to me. Specifically, I hereby give my explicit consent to all persons, companies or corporations to share my sensitive personal data for the same purpose. I confirm that I have received the consent of each of the individuals named as my reference and the disclosure of their relevant information.  By executing this form, I agree that the entire contents of this application form, as well as the report of any such examination including but not limited to pre-employment medical checks, may be used by the Company for purposes of considering my job application and for the performance of the employment contract in the event where this application is successful. Specifically, further to the Personal Data Protection Act 2010, I hereby consent to the processing of my personal data, including giving my explicit consent for the processing of my sensitive personal data, by the Company and/or any of Its subsidiaries, business partners, associate companies and/or third parties for purposes of considering my job application.  ……………………………………. ……………………………………….  Signature of Applicant Date | | | |