



BRINGING OUT THE BEST IN EVERYONE!

NCBIS

SINCE 1978 NEW CAIRO BRITISH INTERNATIONAL SCHOOL



NCBIS Job Application

Personal Information

| | |
|--|----------------------------|
| Position applied for: | Application Date: |
| Full Name: (as in Passport/National ID) | Date of Birth: |
| Nationality: | Marital Status: |
| Number of Dependent Children: | Ages of Dependents: |

Contact Details

| | |
|-------------------------|-------------------------------|
| Current Address: | E-mail: |
| Mobile Number: | Home Telephone Number: |

Education

| Degree/Course | Institution or University | Qualification | Years Attended (Start and End Date in MM/YY) |
|---------------|---------------------------|---------------|---|
| | | | |
| | | | |

Employment

| | | |
|--|--|------------------------------|
| Are you currently employed? <input type="checkbox"/> No <input type="checkbox"/> Yes | Notice period: | Available start date: |
| Please list All your previous employment starting with your most recent (use a separate page if more space is required) | | |
| Employer: | Employer address/country: | |
| Job title: | Employment Date: (Start and End Date in MM/YY) | |
| Reason for leaving: | | |
| Employer: | Employer address/country: | |
| Job title: | Employment Date: (Start and End Date in MM/YY) | |
| Reason for leaving: | | |
| Employer: | Employer address/country: | |

| | |
|--|---|
| Job title: | Employment Date: (Start and End Date in MM/YY) |
| Reason for leaving: | |
| Employment Gaps: If you have gaps in employment of 1 month or more, please explain the reason for this and the Country where you resided during the gap period. | |
| Are you related to or have close relations with employees at NCBIS? | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details, including name) |

Reference

References – Provide 3 professional references, including a current or most recent employer that covers a minimum of the last 5 years work history, from Principal/Head of Schools/Direct Manager.

| | | | |
|----------|--------------------|--------------------------------|--|
| 1 | Name: | Name of School/Company: | E-mail: |
| | Role/Title: | Telephone: | Can we contact this referee? (If no, please state the date when we can contact them) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2 | Name: | Name of School/Company: | E-mail: |
| | Role/Title: | Telephone: | Can we contact this referee? (If no, please state the date when we can contact them) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3 | Name: | Name of School/Company: | E-mail: |
| | Role/Title: | Telephone: | Can we contact this referee? (If no, please state the date when we can contact them) <input type="checkbox"/> Yes <input type="checkbox"/> No |

Salary and Allowance

| | |
|----------------------------|------------------------|
| Net Monthly Salary: | Currency: |
| Allowances: | Other Benefits: |

Declaration

| | |
|--|--|
| Have you, within Egypt or elsewhere: | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide full details in a separate attachment) |
| <ul style="list-style-type: none"> • Been arrested, charged and/or convicted with a criminal offense? | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide full details in a separate attachment) |
| <ul style="list-style-type: none"> • Any past and legal prohibition imposed on you (e.g. Order of Court), that prevents or restrains you from working with children or women? | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide full details in a separate attachment) |
| <ul style="list-style-type: none"> • Been the subject of any inquiry or investigation by any authority relevant to the education or teaching profession? | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide full details in a separate attachment) |

I hereby authorize NCBIS or an authorized 3rd party, to conduct any necessary background checks or obtain references to determine my suitability for employment. Background checks may include police and criminal checks, child protection or working with children checks, financial and credit checks, and other types of verification.

I authorize any persons contacted by NCBIS or an authorized 3rd party to provide any relevant information regarding my qualifications, employment history and background, and I release all such persons from all claims for providing such information.

I understand that my personal information will be collected, used, and retained for assessing my suitability to assume the job duties of the position and to determine preliminary remuneration and benefits package subject to the selection for the position. NCBIS may retain my personal information and job application for future recruitment purposes.

I understand that nothing contained in this application or conveyed during any interview, is intended to create an employment contract or constitute any promise for employment. I understand that if employed, I will be required to provide satisfactory proof of identity and supporting documents. I understand that any misrepresentation or omission of facts or failure to provide the necessary supporting documentary proof may result in rejection of this application; or if hired, result in immediate termination of employment.

I have read and fully understand the job description and person specification, and I seek employment under these conditions.

I have attached a letter of application, which pertains to the job and person specification.

I have attached a CV in support of my application.

Signature:

Date:.....