



ST JOSEPH'S INSTITUTION INTERNATIONAL SCHOOL

INFORMATION AND DECLARATION FORM FOR PROSPECTIVE TEACHERS

POSITION APPLIED FOR: _____

Full-time
 Part-time
 Relief

Paste a recent passport-sized photograph of yourself

NOTE

1. This Information and Declaration Form is for easy processing of your application for employment with us, in preparation of your possible employment at SJI International.
2. The School undertakes not to divulge your personal data and information to any party outside the school without your prior written consent, other than relevant Government Authorities. All appointments are subject to final government approval. This form is only viewed by the HR Department and Principal.
3. All relevant parts of this application form must be completed. If space provided is insufficient, please attach an addendum.
4. Upon submitting this Information and Declaration Form, the applicant authorises SJI International School to conduct background and reference checks as deemed necessary and appropriate by the school.
5. Please complete this form electronically. Once completed, please print off, sign, scan and return as a separate document. Successful applicants will be required to submit the original signed document, along with other pre-employment documentation.

A. PERSONAL INFORMATION					
Name (as in Passport/NRIC)					
Passport No			Passport Expiration Date (dd/mm/yyyy)		
NRIC / FIN Number (if in Singapore, please state if its a EP/ DP/ S Pass)			If you are a Singapore Permanent Resident, please state the date of commencement of the PR status		
Place of Birth (Town and Country)			Date of Birth (dd/mm/yyyy)		
Nationality/ies			Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	
Your Religion			Number of Years of Full-time Teaching Experience		
Email Address			Mobile Telephone Number		
Correspondence Address					
Country of current employment			Country of Home Residence (for home leave flights)		

B. FAMILY INFORMATION (only include Dependants living with you)

Name of Family Member	Relationship	Nationality	Date of Birth (dd/mm/yyyy)	Occupation or School Grade

C. GAPS IN EMPLOYMENT HISTORY

Note: Your CV will include details of all previous employment. In some cases, there are “gaps in employment”. Please specify below any gaps in Employment History (if relevant).

Date (mm/yy)		Reason
From	To	

D. HEALTH DECLARATION

1) Have you been hospitalised or undergone a surgical operation during the past 5 years?
If YES, please explain briefly in the space below.

YES NO

2) Are you suffering from or have a history of any major illnesses (eg. hypertension, asthma, diabetes, AIDS, HIV, TB, dialysis treatment, chemotherapy treatment), mental illness or physical impairment?
If YES, please explain briefly in the space below.

YES NO

3) Are you presently prescribed with long term medication or drugs to keep your medical condition stable?
If YES, please explain briefly in the space below.

YES NO

E. FURTHER SAFEGUARDING AND ADDITIONAL DECLARATION

1) Have you ever been convicted of a criminal offence?
If YES, please explain briefly in the space below.

YES NO

2) Have you ever been subject to any formal disciplinary process in the workplace? If YES, please explain briefly in the space below, including the outcome of this process.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3) Have you been dismissed, discharged or suspended from any employment prior to this job application? If YES, please explain briefly in the space below.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
4) If appointed in this role, will you be breaking your current Contract of Employment by starting on the advertised commencement date? If YES, your application must be supported by the Head of your current school - please confirm in the space below.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
5) Have you ever previously broken a contract of employment? If YES, please explain briefly in the space below.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
6) Do any of your dependants, who would attend SJI International as students, have any additional learning needs, significant medical issues or social, emotional or behavioural issues? If YES, please explain briefly in the space below.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
7) Is there any other information, relevant to your application, you would like to disclose at this stage? If YES, please explain briefly in the space below.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

F. APPLICANT DECLARATION

I declare that the information I have provided is true and accurate and, in particular, that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with SJI International School will be offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment, may render me liable to dismissal.

Applicant's Name as in Passport / NRIC

Applicant's Signature

Date