|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION**  **FOR TEACHER POSITION**  **AT TSINGHUA INTERNATIONAL SCHOOL**  *PLEASE PRINT OR TYPE* | | | | | | | | | | |
| **POSITION(S) DESIRED** |  | | | | | | | | | |
| **Name** | | | | | | | | | | |
| Last | | First | | | | | | Middle | | |
|  | |  | | | | | |  | | |
| **Present Address** | | | | | | | | | | |
| Street | | | | | | (Country Code/Area Code) Telephone | | | | |
|  | | | | | |  | | | | |
| City | State/Province | | | Country | | | | | | ZIP CODE |
|  |  | | |  | | | | | |  |
| **Permanent Address** | | | | | | | | | | |
| Street | | | | | | (Country Code/Area Code) Telephone | | | | |
|  | | | | | |  | | | | |
| City | State/Province | | | Country | | | | | | ZIP CODE |
|  |  | | |  | | | | | |  |
| E-mail address (Required) | | | |  | | | | | | |
| Skype ID | | | |  | | | | | | |
| **LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:** | | | | | | | | | | |
| 1. | | | 2. | | | | 3. | | | |
| **CERTIFICATION**  (LIST ALL AREAS IN WHICH YOU HOLD VALID TEACHING CERTIFICATES.) | | | | | | | | | | |
| AREA OF CERTIFICATION | | | ISSUING STATE/PROVINCE/COUNTRY | | | | DATE ISUUED | | | |
|  | | |  | | | |  | | | |
|  | | |  | | | |  | | | |
|  | | |  | | | |  | | | |
|  | | |  | | | |  | | | |
| DATE AVAILABLE FOR EMPLOYMENT | | | | |  | | | | | |
| WHAT IS YOUR NATIVE LANGUAGE? (FIRST LANGUAGE SPOKEN AT HOME) | | | | |  | | | | | |
| ARE YOU PROFICIENT AT ANY OTHER LANGAUGE? | | | | | YES | | | | NO | |
| IF SO, LIST HERE: | | | | |  | | | | | |
|  | | | | | |
|  | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION BACKGROUND** | | | | | | | | | | | |
|  | SCHOOL OR INSTITUTION AND LOCATION | | | MAJOR/ MINOR | | | DIPLOMAS,DEGREE OR CREDITS EARNED | | | GRADE POINT AVERAGE (GPA) | | |
| HIGH SCHOOL |  | | |  | | |  | | |  | | |
| COLLEGE/  UNIVERSITY |  | | |  | | |  | | |  | | |
| COLLEGE/  UNIVERSITY |  | | |  | | |  | | |  | | |
| GRADUATE STUDY |  | | |  | | |  | | |  | | |
| GRADUATE STUDY |  | | |  | | |  | | |  | | |
| **EXPERIENCE** | | | | | | | | | | |
| *PRESENT OR MOST RECENT FIRST* | | | | | | | | | | |
| DATES | | | NAME OF EMPLOYER AND ADDRESS | | | | | | YOUR TITLE | |
| FROM | |  |  | |  |  | |  |  | |
|  | |  |  | |  |
| TO | |  | (COUNTRY CODE/AREA CODE) TELEPHONE | | | | | |  | |
|  | | | | | |
| WORK PERFORMED: | | | | | | REASON FOR LEAVING: | | | | |
|  | | | | | |  | | | | |
|
|
| NAME &TITLE OF SUPERVISOR: | | |  | | | FINAL YEAR SALARY: | | |  | |
| DATES | | | NAME OF EMPLOYER AND ADDRESS | | | | | | YOUR TITLE | |
| FROM | |  |  | |  |  | |  |  | |
|  | |  |  | |  |
| TO | |  | (COUNTRY CODE/AREA CODE) TELEPHONE | | | | | |  | |
|  | | | | | |
| WORK PERFORMED: | | | | | | REASON FOR LEAVING: | | | | |
|  | | | | | |  | | | | |
|
|
| NAME &TITLE OF SUPERVISOR: | | |  | | | FINAL YEAR SALARY: | | |  | |
| DATES | | | NAME OF EMPLOYER AND ADDRESS | | | | | | YOUR TITLE | |
| FROM | |  |  | |  |  | |  |  | |
|  | |  |  | |  |
| TO | |  | (COUNTRY CODE/AREA CODE) TELEPHONE | | | | | |  | |
|  | | | | | |
| WORK PERFORMED: | | | | | | REASON FOR LEAVING: | | | | |
|  | | | | | |  | | | | |
|
|
| NAME &TITLE OF SUPERVISOR: | | |  | | | FINAL YEAR SALARY: | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT/ OR PRACTICE TEACHING** | | | | | |
| GRADE OR SUBJECT TAUGHT | | NAME AND ADDRESS OF SCHOOL | | 1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER | |
|  | |  | | 1 | |
|  | |
|  | | 2 | |
|  | |
|  | |  | | 1 | |
|  | |
|  | | 2 | |
|  | |
| **REFERENCES** | | | | | |
| References should include superintendents, principals or supervisors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contract(s) may be made. | | | | | |
| **NAME** | **POSITION** | | **ADDRESS** | | **TELEPHONE** |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |

**OTHER QUALICATIONS**

|  |
| --- |
| Summarize special job-related skills and qualifications acquired from employment or other experiences and/or state additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities: |
|  |

**GENERAL BACKGROUND INFORMATION**

You must give complete answers to all questions. If you answer "yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

American Citizens:

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

|  |  |  |
| --- | --- | --- |
| Were you ever convicted of a criminal offense? | YES | NO |
| Are you currently under charges for a criminal offense? | YES | NO |
| Have you ever forfeited bond or collateral in connection with a criminal offense? | YES | NO |
| Within the last ten years, have you been fired from any job for any reason? | YES | NO |
| Within the last ten years, have you quit a job after being notified that you would be fired? | YES | NO |
| Have you ever been professionally disciplined in any state/province/country? | YES | NO |
| Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of government. |  |  |
| Are you subject to any visa or immigration status, which would prevent lawful employment? | YES | NO |

Note: If you answer "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

**ACT 114 (Federal Criminal History Record)**

**US citizens:**

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

All other foreign applicants (not Chinese citizens) must provide a criminal background check from your country of citizenship.

**ESSAY**

Please write an essay as described on the last page. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Tsinghua International School may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to THIS. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background.

|  |  |
| --- | --- |
|  |  |
| Date | Electronic Signature of Candidate  (By signing electronically I verify that everything I provided is true) |

**E-mail this application and essay to** [**jobs@this.edu.cn**](mailto:jobs@this.edu.cn)

**Essay**

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select **one** of the following topics and write an essay in the space provided on this page.

1. The Most Important Qualities of an Outstanding Educator.
2. My Philosophy of Student Discipline.
3. Explain How English as a Second Language Students can be accommodated in the regular classroom. This essay will relate directly to the content area you are qualified to teach.
4. How international education can positively affect the development of students as global citizens.
5. Project based instruction can support the achievement of content standards.

**Signature:**       **Date:**