



# Application for Employment (Form A)

**Please note that this form may be completed and returned to us in one of the following ways:**

- Saved to your hard drive, completed electronically and emailed as an attachment to the Headmaster at [info@escs.org.za](mailto:info@escs.org.za) (in which case the form will need to be signed at a subsequent interview).
- Saved to your hard drive, completed electronically before printing it for your signature and faxed to the Headmaster at (021) 975 1985.
- Printed out, completed entirely by hand and faxed to the Headmaster at (021) 975 1985.

## Introduction

1. This Application Form should be accompanied by a:
  - Curriculum Vitae.
  - copy of academic and/or professional qualifications.
  - supporting letter from your Pastor.
2. Signing this form indicates that you:
  - have read the Parents' Information Manual.
  - subscribe to the Vision Statement of the School as stated in the Parents' Information Manual.
  - subscribe to the Statement of Faith which is also included in the Parents' Information Manual.
3. Thereafter, a selection process takes place, which may include a series of interviews.
4. If your application is successful, then you:
  - will receive a letter entitled "Offer of Employment" from the school (Form B).
  - are required to sign and return the letter entitled "Acceptance of Offer of Employment" (Form C).
  - are also required to indicate your acceptance of the "Terms and Conditions of Employment" (Form D) by initialling each page of the above document and signing the last page in full and returning it together with the Acceptance of Offer of Employment (Form C) to the school.
5. If your application is unsuccessful or if there are no vacancies at present, then an appropriate letter will be sent to you and your application will be placed on file.
6. A copy of the School's Constitution is available upon request.

## Personal details

<b>Surname</b>		<b>First name/s</b>	
<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Age</b>	<b>Date of birth (dd.mm.yyyy)</b>
<b>Home language</b> <i>Tick appropriate box</i>	<input type="checkbox"/> English <input type="checkbox"/> Afrikaans <input type="checkbox"/> Other If other, write below	<b>Marital status</b> <i>Tick appropriate box</i>	<input type="checkbox"/> Single <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated
<b>Number of children</b>		<b>Ages of children</b>	
<b>State of health</b> (Are you aware of any medical condition that may impact your ability to comply with the job requirements?)			
<b>E-mail address</b>		<b>ID number</b>	
<b>Postal address</b>			<b>Postal code</b>
<b>Phone numbers (present)</b>	<b>Work</b>	<b>Home</b>	<b>Cell</b>
<b>Next of kin (name and contact no.)</b>			

## Vacancy details

<b>Position applied for</b>	
<b>Type of appointment</b>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Relief
<b>Date available to commence duties (dd.mm.yyyy)</b>	
<b>How were you referred to us?</b>	
<b>Have you applied to this school before:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please state when. (Complete below.)

## Extramural activities offered

<b>Sport/s able to coach (activity, competency, level, team)</b>
<b>Cultural activities offered</b>
<b>Other activities offered (i.e. hobbies)</b>

## Details of professional and academic qualifications

Qualification 1	
Name of qualification, e.g. HDE	
Minimum completion time, e.g. 4 years	
Institution, e.g. UCT	
Language, e.g. EA, Ae	
Major subjects, e.g. Maths	

Qualification 2	
Name of qualification, e.g. HDE	
Minimum completion time, e.g. 4 years	
Institution, e.g. UCT	
Language, e.g. EA, Ae	
Major subjects, e.g. Maths	

Qualification 3	
Name of qualification, e.g. HDE	
Minimum completion time, e.g. 4 years	
Institution, e.g. UCT	
Language, e.g. EA, Ae	
Major subjects, e.g. Maths	

Qualification 4	
Name of qualification, e.g. HDE	
Minimum completion time, e.g. 4 years	
Institution, e.g. UCT	
Language, e.g. EA, Ae	
Major subjects, e.g. Maths	

## Other qualifications, e.g. computer courses

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<b>SACE no., if registered</b>	
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## Teaching experience

Furnish details details by means of a Curriculum Vitae, which includes the following:

- Names of previous schools
- dates of employment
- reason for leaving
- subjects taught and to what grade/level.
- In particular, give details of any involvement in other Christian schools.

If a CV has already been submitted, indicate by ticking the box below.

<b>CV has already been submitted</b>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
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## Church background

<b>Name of the church that you are presently attending</b>
<b>Name of covering pastor of the above church</b>
<b>Address of the covering church</b>
<b>Telephone number of covering church:</b>
<b>How long have you been fellowshipping at the above church?</b>

## Your Christian background

Please supply some information about yourself as regards: being born again, filled with the Holy Spirit, your current relationship with the Lord, how long you have known Jesus as Lord and Saviour, church activities in which you are involved, (e.g. cell member) and any other pertinent information.

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**Your views and attitudes towards:**

<b>Remuneration</b>
<b>Discipline in general</b>
<b>Staff relationships</b>
<b>Teacher/parent relationships</b>
<b>Teacher/pupil relationships</b>



<b>Infilling of the Holy Spirit</b>

**General**

<b>Will your spouse (if applicable) support your application to teach at the El Shaddai Christian School?</b>
<input type="checkbox"/> Yes
<input type="checkbox"/> No

## References

<b>Spiritual – A leader who knows you well</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Professional – Someone who has supervised your work</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Friend – A person who has known you for several years (not a relative)</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone number</b>	

**Any extra comments that you wish to make**

<b>Signature of applicant</b>		<b>Date</b>	
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