



JOB APPLICATION FORM

Westlake International School
Lot 18662, Jalan Universiti,
Bandar Barat,
31900 Kampar, Perak.
05-467 2222
www.westlakeschool.edu.my

Applicant's
Photo

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SECTION A: POSITION APPLIED FOR

Position Applied For : _____ Full time / Part time (*please circle*)
Available start date : _____ Expected Remuneration : _____

SECTION B: PERSONAL DETAILS

Name : _____ (*as in IC/Passport*)
Preferred name : _____ NRIC/Passport no. : _____
Date of birth (*DD/MM/YY*) : _____ Age: _____ Gender: _____ (Female/Male)
Nationality : _____ Religion: _____ Marital Status: _____
Address : _____

Contact numbers : _____ (mobile) _____ (home)
Email : _____

Family Details : Please provide details of parents, spouse and children (if applicable)

Name	Age	Occupation	Relationship to Applicant

SECTION C: TERTIARY EDUCATION

(1). Please list your education history starting from your highest qualification

(2). Please attach a copy of your transcripts if available immediately, otherwise please bring along your transcripts when you come for the interview

From(mm/yy) to (mm/yy)	Qualification Obtained	University / College	Major Field of Study

SECONDARY EDUCATION

School : _____ Year: From _____ to _____

Subjects	Results	Subjects	Results	Subjects	Results

SECTION D: EMPLOYMENT HISTORY *(Please list most recent first, if required, please insert additional sheets as attachment)*

From(mm/yy) to (mm/yy)	Employer	Position Held	Main Tasks Performed	Remuneration

Note: Reference will be taken from your last employer(s)

SECTION E: INFORMATION FOR ACADEMIC FACULTY (for teaching positions only)

Please indicate the Subjects and Levels you prefer to teach

	Subject	Level	Years of teaching experience
Option 1			
Option 2			
Option 3			

Familiarity with the following teaching aids/ICT tools (*please tick*)

	Very Familiar	Quite Familiar	Not Familiar
Smart boards			
Videos			
Power Point			
Web-based learning			

SECTION F: LANGUAGE PROFICIENCY

List languages proficiency and indicate degrees of fluency (*please tick*)

	Very Fluent		Quite Fluent		Not Fluent	
	Spoken	Written	Spoken	Written	Spoken	Written
English						
Malay Language						
Mandarin						
Other languages:						

SECTION G: OTHER SKILLS

List the competencies such as computer skills, training skills, writing skills, counselling skills.
Evidence of competencies (list the software or activities performed).

SECTION H :

In less than 150 words, please describe how you can add value to this organization.

(This section must be completed before the interview)

How did you hear about us? _____

Do you know anyone in the school? Name: _____ Relationship: _____

SECTION I : OTHER INFORMATION

Please give brief details of any illness or disabilities, if any.

Have you been convicted in any court of law? If so, please provide details.

In the event of employment, failure to disclose a conviction or caution could result in dismissal or disciplinary action by the organization and possible referral to the Police. Without prejudice, background checks will be conducted to comply with safeguarding policy.

SECTION J: MEDICAL REPORT

You will be required to submit a medical report from a registered doctor to certify that you are fit for work, if your job application is successful.

SECTION K: REFERENCES

Please provide 2 referees with relevant details. They will be asked whether you are subject to any safeguarding concerns.

Name : _____ Position: _____

Contact number : _____ Email: _____

Name : _____ Position: _____

Contact number : _____ Email: _____

DECLARATION

1. I declare that the information I have provided in this application form is correct and complete.
2. I declare that I am not barred from working with child/young people.
3. I fully understand that particulars which are subsequently found to be untrue or have been deliberately withheld will render disqualification of my application and if appointed, constitute sufficient grounds for termination of my service with the organization without prior notice.

.....
Signature of applicant

Name:

Date: