



## JOB APPLICATION FORM

Westlake International School  
 Lot 18662, Jalan Universiti,  
 Bandar Barat,  
 31900 Kampar, Perak.  
 05-467 2222  
[www.westlakeschool.edu.my](http://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

	<b>Subject</b>	<b>Level</b>	<b>Years of teaching experience</b>
Option 1			
Option 2			
Option 3			

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

	<b>Very Familiar</b>	<b>Quite Familiar</b>	<b>Not Familiar</b>
Smart boards			
Videos			
Power Point			
Web-based learning			

**SECTION F: LANGUAGE PROFICIENCY**

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

	<b>Very Fluent</b>		<b>Quite Fluent</b>		<b>Not Fluent</b>	
	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).

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**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)

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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: .....