



Dewey International Education and Training (DIET)



Job Application Form

Please complete in full and email this application form along with your: CV, cover letter, scanned copies of your qualifications, scanned copy of your passport, two written references (or the details of two referees that we will be able to contact should we decide to proceed with the application process), scanned copy of your current criminal record check/working with children check from your home country to-

Dewey International Education and Training: hr.recruitment@diu.edu.kh

DIET is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safe recruitment practices and pre-employment background checks will be undertaken before any appointment is confirmed.

Please complete ALL sections of this form, otherwise we will not be able to process your application.

Position Applied For		Date:
Legal Name as per ID or Passport	(first name) (surname)	
Address (Not a Post Box)		
Contact details	(Mobile)	(Skype ID)
	(Email)	

Employment History

Are you currently employed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Notice period/available start date:	
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Please list ALL of your employment history (Use a separate attachment if more space is required)

Employer	Job Title	Country	Employment Dates (Start and End in Month/Year)

Please indicate which curricula you have experience in teaching for at least 1 academic year

e.g. International Baccalaureate; Australian curriculum – Primary.

Please specify any specialties within your teaching discipline.

e.g. Science – Physics; Humanities – Geography; Primary – Literacy.

Number of years of full-time teaching completed (or part-time equivalent e.g. 4 years part-time may equate to 2 years full-time)		Is your Principal/current employer aware that you are applying for the position?	<input type="checkbox"/> No <input type="checkbox"/> Yes
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Qualifications (Use a separate attachment if more space is required)

Course	Institution or University	Year Completed

General Questions

How did you find out about this position?	<input type="checkbox"/> DIET website <input type="checkbox"/> Other (please specify) _____
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Are you related to or have close personal/family relations with any current Dewey International Group employees (school or regional office)?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide name and details)
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Have you, in your country of origin, or elsewhere: <ul style="list-style-type: none"> • Been charged and/or convicted with a criminal offense? • Any past and legal prohibition imposed on you (e.g. Order of Court), that prevents or restrains you from working with children or women? • Been the subject of any inquiry or investigation by any authority relevant to the education or teaching profession? 	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide full details in an attachment)
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References - Provide 3 professional references that we can contact, preferably your former managers/principals

Referee Name	Organisation	Position Title	Contact number	Email address

Salary

To assist in understanding your salary expectations, provide relevant details such as your remuneration from your current/most recent employer or your expected salary at DIET. Please state your expectations e.g. school fee discounts for dependents (if applicable).

I understand that nothing contained in this application or conveyed during any interview, is intended to create an employment contract or constitute any promise for employment. I understand that if employed, I will be required to provide satisfactory proof of identity and supporting documents. I understand that any misrepresentation or omission of facts or failure to provide the necessary supporting documentary proof may result in rejection of this application; or if hired, result in immediate termination of employment.

Signed Date

Name

Human Resources Only	Date Received:	Forward to:
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