

CAIRO AMERICAN COLLEGE

Human Resources Office

P.O BOX 39, MAADI, CAIRO, EGYPT 11431

APPLICATION FOR TEACHING/ADMINISTRATIVE POSITION - FOREIGN HIRE

Date of Application: _____ Date Available for Employment: _____

Name: _____
Last First Middle

Current Address: _____

Phone (home): _____ Phone (Office) _____

Email Address _____ Cellular (If applicable) _____

Date of Birth: _____ Place of Birth: _____

Nationality: _____ Passport Number: _____

Citizenship: _____ Home of Record: _____
(City/State)

Name & Address of Employer: _____

POSITION FOR WHICH YOU ARE APPLYING:

	<i>Subject Priorities</i>	<i>Grade Level</i>
First Preference:	_____	_____
Second Preference:	_____	_____

PROFESSIONAL/TEACHING EXPERIENCE: (DO NOT INCLUDE SUBSTITUTING)

List teaching and/or administrative experience below. And please specify whether the work was full or part time. Indicate each specific subject taught including any special courses such as IB or AP.

Year	Grade Level	Subjects Taught and/or Administrative Duties	School
2007/08	_____	_____	_____
2006/07	_____	_____	_____
2005/06	_____	_____	_____
2004/05	_____	_____	_____
2003/04	_____	_____	_____
2002/03	_____	_____	_____

Have you ever been dismissed from a teaching position? Yes: _____ No: _____
(If yes, explain details in attached statement)

COLLEGE OR UNIVERSITY EDUCATION:

Institution Attended	Location	Attended From -To	Graduation Date	Degree	Major/Minor
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

No. of **semester** units of graduate work beyond BA or BS degree: _____ beyond MA or MS degree: _____
(1 quarter unit = 2/3 of a semester unit)

PLACEMENT FILES/RECOMMENDATIONS:

My credentials are on file with the following placement office: _____

How many days of school did you miss (*for any reason*) last year: _____ The year before last _____

May we contact your present supervisor, mentioning that you might wish to explore a position at Cairo American College? Yes _____ No _____ If No, Why Not? _____

Please list your three most recent supervisors:

Name	Position	Year(s) of Association	Address & Phone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL INFORMATION:

Marital Status: _____ Citizenship of Spouse: _____

Passport Number of Spouse: _____ Nationality of Spouse: _____

Does spouse teach? _____ (If yes, please file separate application.)

Names, ages and grades of natural, adopted or step children accompanying you abroad:

Name	Age	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

(NOTE: Children must meet CAC admission requirements. Details available upon request. If any of your children require special education, give specific details on separate sheet.)

Please list special skills and coaching/training/leadership experience which might be helpful in our activities or athletic programs:

Any serious illnesses or hospitalization in the past five years? No: _____ Yes: _____

If yes, please give details: _____

Have you ever been convicted of a crime? No: _____ Yes: _____

If yes, please give details: _____

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize investigation of any statement made herein.

Date

Signature of applicant