

# CAIRO AMERICAN COLLEGE

## Human Resources Office

P.O. Box 39, MAADI, CAIRO, EGYPT 11431  
PHONE: + 20 2 2755-5555, FAX: +20 2 2519-6808

---

### APPLICATION FOR TEACHING/ADMINISTRATIVE POSITION - FOREIGN HIRE

---

Date of Application: \_\_\_\_\_ Date Available for Employment: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Office): \_\_\_\_\_

Phone (Cellular): \_\_\_\_\_ Personal Email: \_\_\_\_\_

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
2024/25	_____	_____	_____
2023/24	_____	_____	_____
2022/23	_____	_____	_____
2021/22	_____	_____	_____
2020/22	_____	_____	_____
2019/20	_____	_____	_____

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: \_\_\_\_\_

I plan to participate in the following recruiting fairs:

**ISS**  
Locations: \_\_\_\_\_

**SEARCH**  
Locations: \_\_\_\_\_

**UNI**  
*University of Northern Iowa*

**Other:**  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Location: \_\_\_\_\_ Location: \_\_\_\_\_

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: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

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