



# Job Application Form

**Complete in full and forward application to St. Andrews International School in Thailand:**

**St. Andrews International School, Sathorn**

9 Sathorn Soi 4, North Sathorn, Bangrak, Bangkok 10500

**St. Andrews International School, Sukhumvit 107**

7 Sukhumvit 107, Bangna, Bangkok 10260

**St. Andrews International School, Dusit**

253/1 Sawankhaloke Road, Dusit, Bangkok, Thailand 10300

**St. Andrews International School, Green Valley, Rayong**

1 Moo 7 Banchang-Makham Koo Road, Banchang, Rayong 21130

**Applicant Photo**

[hrrecruitment@standrews-schools.com](mailto:hrrecruitment@standrews-schools.com)

Cognita Schools are 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. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

<b>Position applied for</b>			<b>Date:</b>
<b>Which campus are you applying for?</b>	<input type="checkbox"/> <b>I'm interested in Bangkok Campuses</b> a. Dusit b. Sathorn c. Sukhumvit 107  <input type="checkbox"/> <b>I'm interest in campuses outside of Bangkok</b> a. Green Valley  <input type="checkbox"/> <b>I'm interested any of your campuses</b>		
<b>Name (as on passport or ID Card)</b>	(first name)	(surname)	
<b>Preferred name or other known names</b>			
<b>Name Changes</b>	Is your current name different to your birth name, or have you had your name changed? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	If Yes, please list previous name/s and provide official documents that explain ALL name changes		
<b>Personal Status</b>	<input type="checkbox"/> I am a single teacher applying on my own <input type="checkbox"/> I am part of a teaching team my partner is = <input type="checkbox"/> I am single teacher with a non-working spouse <input type="checkbox"/> I am a teacher with children who would accompany me		



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	Please list children's names and ages .....		
	.....		
	.....		
<b>Are you currently holding a work permit issued in Thailand?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable (Thai Citizen/PR)	If applicable, please indicate the type of pass issued.	<input type="checkbox"/> Employment Pass <input type="checkbox"/> Pass/Work Permit <input type="checkbox"/> Other (e.g. Dependent Pass) – Please specify
<b>Do you require Visas for your dependants? (spouse/children)</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes – Please specify		
<b>Current residential address</b>			Country:
<b>Home Country Address</b>			
	Country:	Total number of years living outside of home country:	
<b>Contacts</b>	(telephone)	(Skype ID)	
	(email)		

Education			
Course Name	Institution or University	Country	Year completed



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## Employment

Are you currently employed?

No  Yes

Notice period:

Available start date:

Please list ALL your previous employment starting with your most recent (use a separate page if more space is required)

Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			
Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			
Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			
Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			
Employer		Employer address including country	
Job title		Employment Date (start and end in month/year)	
Reason for leaving			

**Employment Gaps:** If you have gaps in employment of 1 month or more, please explain the reason for this and the country where you resided during the gap period.

Are you related to or have close relations with employees in a school or regional office that belong to the Cognita Group?

No  Yes (provide details, including name)



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## Teachers only

Number of years of full-time teaching completed (or full-time equivalent e.g. 4 years part-time may equate to 2 years full-time)

Please list your curriculum experience:

**References** - Provide 3 professional references, including current or most recent employer, from line managers that covers a minimum of last 5 years' work history. If you ever worked in a school or organisation associated with children or young people, you need to provide at least one most recent reference from this employer.

1	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	
2	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	
3	Name:	Role/Title:	Name of School or Company:
	Telephone:	Email:	Relationship to applicant:
	Can we contact this referee?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state date when we can contact them)	



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## Salary and Allowance

To assist in understanding your salary expectation, provide details of your remuneration from your current or most recent employer.	Base Monthly Salary:	
	Allowance:	Other Benefits:

## Declaration

<p>Have you, within Thailand or elsewhere:          Been arrested, 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?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide full details in a separate attachment)
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I hereby authorise Cognita, Cognita schools or an authorised 3rd party, to conduct any necessary background checks or obtain references to determine my suitability for employment. Background checks may include police and criminal checks, child protection or working with children checks, financial and credit checks, and other types of verification.

I authorise any persons contacted by Cognita, Cognita schools or an authorised 3rd party to provide any relevant information regarding my qualifications, employment history and background, and I release all such persons from any and all claims for providing such information. I authorise Cognita to share my resume, job application and related documents with its affiliated organisations for the purpose of determining suitability for employment.

I understand that my personal information will be collected, used and retained for assessing my suitability to assume the job duties of the position and to determine preliminary remuneration and benefits package subject to the selection for the position. Cognita or a Cognita school may retain my personal information and job application for future recruitment purposes. My application may be transferred to a subsidiary or associate companies during this period for consideration of employment.

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.

- I have read and fully understand this employment application, and I seek employment under these conditions.
- I have attached a copy of relevant educational certificates and transcripts/mark sheets in support of my application.
- I have attached a resume in support of my application

Signed		Date
Name		
<b>Human Resources Only</b>	Date Received:	Forward to: