**ALPHA COVENANT HERITAGE SCHOOL**

18, Akinyemi Street Awoyaya, Ibeju-Lekki Lagos. Tel: 08092407434,08111263848 Website: [www.achschoolng.com](http://www.achschoolng.com), E-mail: info@achschoolng.com

**TEACHING STAFF RECRUITMENT APPLICATION FORM**

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| Date of Application: …………………………………………………  Position Desired: …………………………………………………….. |

**A. Applicant’s Name and Address**

Title: Miss Mrs. Mr.

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address (*including physical description of location*)

How long have you lived at this address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Personal Information**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: Single Married Separated Divorced Re-married Widow(er)

Year Married: \_\_\_\_\_\_\_\_\_ No of Children: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State of Origin:** ………………………………………… **Nationality**: …………………………………………

**C. Position Desired**

Head Teacher Class Teacher Assistant Class Teacher Subject Teacher

*List the class you are experienced in teaching below and specify the years and period of experience*

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| --- | --- | --- | --- |
| **CLASS** | **NO OF YEARS OF EXPERIENCE** | **PERIOD(e.g.1999-2004)** | **NAME OF SCHOOL** |
| Play Group |  |  |  |
| Nursery |  |  |  |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |
| Year 5 |  |  |  |
| Year 6 |  |  |  |
| Year7 |  |  |  |
| Year 8 |  |  |  |
| Year 9 |  |  |  |
| Year 10 |  |  |  |
| Year 11 |  |  |  |
| Year 12 |  |  |  |

If given a chance, whichclass will you prefer to teach in Alpha Covenant Heritage School?

1st Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give reason(s) for First choice

What Subject(s) can you teach in order of preference?

**D. Special Skills**:

Please list activities, programmes, sport you would be capable of and willing to direct, advice, coach in addition to teaching and your relevant experience.

**E. Education and Professional Qualification**:

Formal Education: List your academic and professional qualification from Elementary to date with the

most recent.

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| --- | --- | --- |
| **Qualification(including class of honour degree attained)** | **Date Received** | **Name and address of Institution attended(with date)** |
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**F. Personal Interest**:

List hobbies and Personal interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G. Teaching Experience**:

List Three (3) minimum of your teaching experience with the most resent:

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| --- | --- | --- |
| **Name and Address of School** | **Period of Employment**  **(e.g. 1999-2011)** | **Reason(s) for leaving** |
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Why do you want to leave your present employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**H. Other Experiences**

List other experiences that may be relevant in the position you are applying for:

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| --- | --- | --- |
| **Place** | **Type of work/experience** | **Date** |
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**I Training**

List training programmes or course(s) attended with date starting with the most recent

**J Career Plan**

Write out your Five (5) year career plan

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**K Present Situation**

Health: How recently have you had physical examination?

(You may be required to undergo physical examination in the final stage of the interview)

How many times have you been absent from work due to illness in the last three years?

Are you on any physical or health conditions that can hinder your efficiency or participation in any phase of school programme? Yes No

If yes, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Background Information**: Have you ever been dismissed or resigned to avoid being dismissed or being asked to resign from a position? Yes No

If yes, please describe the circumstances \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been accused or convicted for any offence involving dishonesty, breach of trust, child abuse, any other type of crime? Yes No

**Finances**: Are you presently facing any financial problem? Yes No

If yes, please describe your situation below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**L Personal Reference**

Give the names of Three (3) referencesthat are qualified to report on your spiritual experience and Christian service

List your current pastor first, but do not include family members or relatives.

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| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Email address** | **Phone** | **Relationship** |
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**M. Professional Reference**:

Give three references that are qualified to report on your professional training and experience. List your current principal, head or supervisor first

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| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Email address** | **Phone** | **Relationship** |
|  |  |  |  |  |
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**N. Christian Background:**

Are you born again and spirit filled? Yes No

Which department are you functioning in your Church?

Please state your role in such department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you capable of teaching Bible class? Yes No

What is your view of Bible in the School? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remuneration**:

What is your last salary? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your minimum salary expectation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_