Tenby International School, Setia Eco Gardens

How to Apply for a Teaching Position

Child Protection
The following statement should be included in your application, either as part of your letter of application or as a separate sheet, and must be signed. A scanned signature is acceptable at this point in the application process. If you are successful with your application you will be required to sign this statement in person.

I confirm that I have not been convicted of any criminal offences or been involved in any disciplinary proceedings that have led to me being barred from working with school aged children.

Required Information
Applicants should send a detailed curriculum vitae (CV) and letter of application. Each of these documents should be no longer than two sides of A4.

CV
This must include the names and contact details of three professional referees. One of these should be your current Principal and another your previous Principal (the third referee is at your own discretion). There should not be any chronological ‘gaps’ in your CV and please remember to include a passport style photograph.

Letter of Application
This should clearly state which position you are applying for, why you want to work at Tenby International School, Setia Eco Gardens and how your experience and skills make you suitable for employment at the school. Extra materials such as open testimonials, references, photos, portfolios etc. may also be sent if you wish.

In order to give yourself the best chance of obtaining an interview please make sure that your CV and letter of application contain all the information shown on page two.
How to Apply for a Teaching Position at Tenby International School, Setia Eco Gardens

**Personal Information**
- Full name
- Nationality
- Date of birth
- Marital / partnership status
- Name of spouse / partner and any accompanying children
- Whether or not your spouse / partner will accompany you

**Qualifications**
- Name and class of each degree completed
- Dates of study for each degree
- Name of institution awarding each degree
- Name and grades / scores of qualifications gained at school e.g.
  - A levels
  - IB Diploma
  - STPM / SMP results (Malaysian applicants)
  - Pre-university qualifications from other education systems
- Details of any additional qualifications (First Aid / sports coaching / International Award Leader etc.)

**Experience**
- Names and addresses of all schools where you have previously taught
- Subjects / age levels taught at each school
- Extra-curricular activities you can offer
- Interests / hobbies / sports
- INSET / training undertaken in the last five years
- Date available to commence work if appointed
- Last date to give required notice to current employer

Please send your application to david.wakefield@tenby.edu.my - further information about the interview and appointment process will then be sent to short-listed applicants.

Thank you very much for the time and effort spent writing your application.

David Wakefield
Principal and Director of Schools
January 21st 2013