

Application for Employment for the Teaching Service Ministry of Education and Human Resource Development

This application form is designed specifically for employment in the teaching service. In order to be called for interview, each applicant must submit a completed form ensuring that all relevant information is provided.

Personal Information:			
Name: Surname	First Name	Middle Name	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:			
Date of Birth:		Age at last birthday:	
Home Telephone number	Cell	Emergency Contact (Name and Tel)	Email Address
Nationality	Dominican <input type="checkbox"/>	Other <input type="checkbox"/> (Please specify)	
Have you resided out of Dominica?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which country or countries? _____ Period of residence abroad _____ to _____	
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Current employment number (if any) _____ Name, address and telephone of firm _____ _____	
Area of interest: Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Early Childhood <input type="checkbox"/>			
If Secondary, please indicate subject areas of interest, _____			
Have you had previous teaching experience? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please indicate school(s) _____			
Period of engagement _____			
Provide below a brief summary of your reasons for wanting to be a teacher			

Educational History
Please tick highest level of education Secondary <input type="checkbox"/> College <input type="checkbox"/> University <input type="checkbox"/>
Provide educational history and relevant certification below

Secondary Education

Name of institution	Date Commenced	Date Completed	Qualifications attained (list CXC or related subjects and grades)

Tertiary and Higher Education

Name and Address of Institution	Course of Study	Date Commenced	Date Completed/expected to complete	Qualifications Attained/to be attained	Grade/Class of Award (if necessary)

Employment History

Please state the two most recent jobs held (if any)

Employer 1:

Address:	Tel:
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Dates: From _____ To _____

Position Held:

Responsibilities/Primary Duties:

Reason for Leaving:

Termination of employment Pursue further studies New employment offer elsewhere

Other, Please specify _____

Employer: 2

Address:	Tel:
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Dates: From: _____ To: _____

Position Held:

Responsibilities/Primary Duties:

Reason for Leaving:

Termination of employment Pursue further studies New employment offer elsewhere

Other, Please specify _____

Additional experience and qualifications

Are you computer literate? Yes No

What ICT Training have you undertaken? _____

With which of these areas in ICT are you familiar? ICT in Education Office Applications

If you are familiar with office applications please indicate which software

Give details of professional certificates held (if any)

List special skills which you possess (if any)

List professional development training (if any)

Give details of your special interests or hobbies (if any)

Give details of community involvement (if any)

Give details of any special awards received (scholarships included)

List the names of two (2) persons <u>not</u> directly related to you who could be used as references (past employers acceptable)			
Reference 1			
Name:	Last	First	Middle
Address:			
Telephone:	Home	Mobile	
Occupation:			
Reference 2			
Name:	Last	First	Middle
Address:			
Telephone	Home	Mobile	
Occupation:			

Additional Information
<i>PLEASE ATTACH A VALID POLICE RECORD WITH PHOTO ID ALONG WITH YOUR APPLICATION</i>

CERTIFICATION

Please complete the certification below.

I certify that all responses on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be discarded and my name deleted from active consideration for employment. I further understand that misrepresentation of information shall be sufficient cause for rejection of application, withdrawal of an employment offer or recommendation for termination of subsequent employment if such employment is based on misleading information.

I understand that this employment application does not constitute an employment contract.

Name of Applicant: _____

Signature: _____

Date _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, an applicant for employment within the teaching service, do hereby authorize a review of all records or information concerning myself to relevant staff of the Ministry of Education and Human Resource Development for the sole purpose of employment within the teaching service, whether the said records are of a public or private nature.

The intent of this authorization is to give my consent for disclosure of all records and information of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, either criminal or civil, in which I have, or have had any interest or involvement.

I understand that any information obtained during any background investigation upon this authorization will be considered in determining my suitability for employment. I further release said person(s) and entities from any liability which may be incurred as a result of furnishing such information.

If you have resided out of Dominica for longer than six (6) months, please attach with this application, a valid police record from the country of residence.

Name _____

Signature _____

Date _____

Please note that the information received from applicants will be utilized for office purposes only and shall not be disclosed to any other party without the expressed authority of the applicant.

Completed application forms, along with certified copies of ALL relevant certificates should be forwarded to:

***Permanent Secretary
Ministry of Education and Human Resource Development
Government Headquarters
Roseau
Dominica***

OR

***Chief Education Officer
Ministry of Education and Human Resource Development
Education, Science and Technology Building
Cornwall Street
Roseau
Dominica***

Ensure that the application form is completed in clear print and that your signature is affixed to the final page. Applicants will NOT be called in for an interview without certified copies of relevant certificates. Note that except in cases of emergency, interviews will only be conducted once per Academic Term. Thank you for expressing interest in the teaching profession.