

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 – LOCAL 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: _____

Name & Address of Current Employer: _____

POSITION FOR WHICH YOU ARE APPLYING: _____

First Preference: _____
Second Preference: _____

Subjects *Grade Level*

PROFESSIONAL/TEACHING EXPERIENCE: (DO NOT INCLUDE SUBSTITUTING OR TUTORING)

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
2012/13	_____	_____	_____
2011/12	_____	_____	_____
2010/11	_____	_____	_____
2009/10	_____	_____	_____
2008/09	_____	_____	_____
2007/08	_____	_____	_____

Have you ever been dismissed from a 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)

Revised, 11/12

PLACEMENT FILES/RECOMMENDATIONS:

My credentials are on file with the following placement office: _____

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 residing in Egypt with you:

Name	Age	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(NOTE: Children must meet CAC admissions requirements. Details available upon request. If any of your children require special education, give specific details on a 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