Riffa Views International School
Human Resources Office
PO Box 3050, Manama, Kingdom of Bahrain
Tel: +973 1656 5002 / Fax: +973 1791 0392
humanresources@rvis.edu.bh www.rvis.edu.bh

PHOTO

Personal Information Form (PIF) for Overseas Hire Teacher

Please attach to this form your cover letter, resume, copy of valid Teaching Certificate/s, Degree/Diploma, two letters of recommendation, photocopy of passport, passport size color photograph.
Submit your completed packet to the RVIS Human Resources Office by email - humanresources@rvis.edu.bh.

Date of Application _____ **Home of Record** _____

Full Name _____
First *Middle* *Last* *Known As (if different from first name)*

Contact Address _____
Street /PO Box *City* *State/Province/Zip* *Country*

Telephone		**Mobile**	
Fax		**Email**	
Date of Birth *(mm/dd/yyyy)*		**Place of Birth**	
Nationality		**Passport Number**	
Country of Issue		**Expiry Date**	

Religion *(Required for Bahraini visa application)* _____

Marital Status ☐ Single ☐ Married **Is spouse a teacher?** ☐ Yes ☐ No

Is spouse seeking employment at RVIS? ☐ Yes ☐ No *If yes, a separate application packet must be submitted by the spouse.*

Dependent Children – *Name and DOB (mm/dd/yyyy)* 1. _____ 2. _____

Applicant's first teaching preference 1. _____

Applicant's second teaching preference 2. _____

Highest qualification / Date degree obtained / From which educational institution / Country / Hours above highest degree
1. _____
2. _____
3. _____

Field(s) of Certification / Certifying State or Province / Country / Effective Date / Expiry Date / Specialties
1. _____
2. _____
3. _____

Number of years full-time teaching experience *(excluding student teaching)* _____

Number of years full-time teaching in a North American curriculum school *(excluding student teaching)* _____

List extra-curriculum activities you are willing to sponsor or coach
1. _____ 3. _____
2. _____ 4. _____

List on-line recruitment sites in which you are a member and recruitment fair/s you will be attending
1. _____ 3. _____
2. _____ 4. _____

Do you have a criminal record? ☐ Yes ☐ No *If yes, please briefly explain.* _____

Have you ever had an employment contract terminated? ☐ Yes ☐ No *If yes, please briefly explain.*