



Riffa Views International School

HUMAN RESOURCES
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APPLICATION FOR LOCAL HIRE or SUBSTITUTE TEACHER

Date of Application _____

Which type of position are you applying for (please circle): Full-time Part-time Substitute only

Full Name: _____
(Please print or type)

Address: _____

Telephone: _____ Mobile: _____

E-Mail: _____

Date of Birth: _____ Place of Birth: _____

Nationality: _____ Passport No.: _____

Place of Issue: _____ Date of Expiry: _____

Residence Visa: _____ CPR No.: _____

1. Desired position (Grade and/or Subject) for which you are applying for:
First preference: _____
Second preference: _____ Third preference: _____

2. Highest qualification / date Degree obtained / from which educational institution / country:

3. Number of years full-time teaching experience: _____ North American curriculum school? Yes / No

4. Summary of teaching experience starting from your current teaching position (be sure to attach your resume):

Dates: From/To	Grade/Subject	Location

5. Field of Certification / Certifying State or Province / Country / Effective Date / Expiry Date / Specialties:

6. List extra-curriculum activities you are willing to sponsor or coach: _____

7. Sponsor's name and contact details: _____

8. If applicable number of dependent children residing with you: _____

Name	Age	Present School/Grade

Spouse's Details (if applicable)

Full Name: _____

Mobile Number: _____ Spouse's Sponsor: _____

Company Name: _____

EMERGENCY Contact – if different from above

Full Name: _____

Mobile Number: _____

Bank Account Details:

Account Name: _____

Account Number: _____

Bank Name: _____

IBAN number: _____

Attach to your completed application form the following:

- ◆ **your resume (necessary)**
- ◆ **CPR card (necessary)**
- ◆ **photocopy of passport with RP (necessary)**
- ◆ **SIGNED COPY OF THE RVIS COMMON AGREEMENT**
- ◆ photocopy of Teaching Certificate / Degree / Diploma
- ◆ passport size photograph.

FOR OFFICE USE ONLY			
Interviewed by:		Date of Interview:	
Details of Reference Checks :		Date of Checks:	
Any Comments:		Approved:	Yes / No