



INTERNATIONAL EDUCATION AGENCY OF PAPUA NEW GUINEA LTD
 P.O. Box 6974, Boroko NCD 111, Papua New Guinea
 Phone +675-3253814, Fax +675-3258193

APPLICATION FOR POSITION

Please complete in BLOCK LETTERS in black or blue ink, or TYPE. This form will be the only source of information available to interviewers at overseas interviews. It is therefore in your best interests to complete it carefully and thoroughly.

Attach photo securely

POSITION SOUGHT		BACKGROUND: <input type="checkbox"/> SECONDARY <input type="checkbox"/> PRIMARY
WHERE DID YOU SEE THE POSITION ADVERTISED?		

PERSONAL DETAILS

FAMILY NAME		GIVEN NAME		GENDER	
DATE OF BIRTH (DD/MM/YY)	PLACE OF BIRTH	NATIONALITY	HOME PROVINCE		
MARITAL STATUS SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DEFACTO <input type="checkbox"/>					
POSTAL ADDRESS:					
DEPENDENT CHILDREN - NAME		GENDER	DATE OF BIRTH		
PARTNER:	NAME:		IS A JOB FOR PARTNER (Tick One)		
<i>Date of Birth</i>	POSITION SOUGHT:		<input type="checkbox"/> ESSENTIAL		
...../...../.....	QUALIFICATIONS:		<input type="checkbox"/> DESIRABLE		
			<input type="checkbox"/> UNIMPORTANT		
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, GIVE DETAILS:					
NEXT OF KIN (NOT SPOUSE)	FULL NAME:		RELATIONSHIP:		
	ADDRESS:				
				
HOME PHONE:		BUS. PHONE:			

EDUCATION

SECONDARY EDUCATION

NAME OF SCHOOL	COUNTRY	YEARS ATTENDED		HIGHEST LEVEL ATTAINED (QUALIFICATIONS)
		from	to	

TERTIARY EDUCATION (INCLUDING TEACHER TRAINING)

NAME OF INSTITUTION (Teachers' College, University, College of Advanced Education, etc.)	COUNTRY	YEARS ATTENDED		SUBJECTS STUDIED	QUALIFICATION AWARDED (Attach copies)
		from mm/yy	to mm/yy		

EMPLOYMENT RECORD

SCHOOL (Name & Address) (Indicate co-educational or single sex)	TOTAL ENROLMENT	FROM	TO	POSITION HELD (indicate full/part time)	SUBJECTS (if appl.)	AGE RANGE*

* High School applicants should show level taught in each subject.

SUBJECTS/AGES QUALIFIED TO TEACH		CURRENT SALARY
Have you previously applied for positions with IEA schools in PNG? YES [] NO []	Have you previously worked for the IEA? YES [] NO [] If YES, when?	Have you previously worked in PNG? YES [] NO [] . If YES, give details:

PERSONAL INTERESTS

LIST PERSONAL INTERESTS, HOBBIES AND EXTRA CURRICULAR ACTIVITIES

AVAILABILITY

WHEN ARE YOU AVAILABLE TO TAKE UP A POSITION?

WHAT PERIOD OF NOTICE IS REQUIRED BY YOUR CURRENT EMPLOYER?

SCHOOL REFERENCES

INDICATE GENERAL PREFERENCES IN LOCATION OR SCHOOL SIZE (if any)

REFEREES

Name three persons who can comment on your academic work or personal experience. The IEA may approach referees prior to interviews. Please indicate if an approach to a particular referee is inconvenient.

NAME OF REFEREE AND POSITION	RELEVANCE	ADDRESS	PHONE
			(include. Area Code)
			BUSINESS
			HOME
			BUSINESS
			HOME
			BUSINESS
			HOME

Please complete in full, giving all contact details, including country and area codes.

REASONS FOR APPLICATION AND OTHER RELEVANT INFORMATION

STATE BRIEFLY WHY YOU ARE APPLYING FOR A POSITION IN PAPUA NEW GUINEA, AND ANY OTHER PERSONAL INFORMATION YOU FEEL MAY BE RELEVANT.

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PROFESSIONAL STATEMENT

Please provide on this page a personal professional statement, even if such a statement has been made in your CV. You should refer to your beliefs about teaching and learning, and about current trends and issues in education. You might also consider your particular interests and qualities and indicate your career aspirations.

[Empty rectangular box]

SIGNATURE _____

DATE _____