



APU Educational Development Group

## APPLICATION FOR EMPLOYMENT

Please fill in every question or mark NA.

The language used in this document does not create an employment contact between the employee and the agency. This document does not create any contractual rights or entitlements. The agency reserves the right to revise the content of this document, in whole or in part. No problems or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment.

### CANDIDATE INFORMATION:

Name (last, first, middle): .....  
Date of birth: ..... ID/ Passport number ..... Gender:  Male  Female  
Current Address: .....  
City: ..... Province/ State: ..... Zip code: .....  
Country: ..... Mobile: ..... Email address: .....  
Nationality: ..... Marital status:  Married  Single  Divorced

### SPOUSE INFORMATION:

Name (last, first, middle): .....  
Date of birth: ..... ID/ Passport number ..... Gender:  Male  Female  
Current Address: .....  
City: ..... Province/ State: ..... Zip code: .....  
Country: ..... Mobile: ..... Email address: .....  
Nationality: ..... Marital status:  Married  Single  Divorced  
Current Address: .....  
City: ..... Province/ State: ..... Zip code: .....  
Country: ..... Mobile: ..... Email address: .....



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## QUESTIONNAIRE:

1. Select the areas you are qualified to teach.

Elementary

Middle

High School

2. Are you interested in being an administrator?

Yes

No

3. Describe all teaching certificates and licenses you hold that are valid and up to date. Include the granting source and date of validity (*in 500 characters*)

4. List in order of preferences subject, grade, and type of position you seeking (*in 500 characters*)

5. What clubs or special activities would you supervise? (*in 500 characters*)

6. List your personal hobbies or activities (*in 500 characters*)

### APU EDUCATIONAL DEVELOPMENT GROUP

Address: 286 Lanh Binh Thang St., Ward 11, Dist. 11, HCMC, Vietnam

501 Lac Long Quan St., Ward 5, Dist. 11, HCMC, Vietnam

Tel: (84-8) 3962 4897, 3962 4898 - Fax: (84-8) 3962 4899

Email: info@apu.edu.vn - Website: www.apugroup.org

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7. In a paragraph please state why you seek a new position (*in 500 characters*)

8. Why do you wish to teach abroad? (*in 500 characters*)

9. List any professional organization that you belong to. (*in 500 characters*)

10. Describe your computer proficiency (*in 500 characters*)

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11. What are the specific areas or grades that you have previously taught? *(in 900 characters)*

12. In a paragraph describe your educational philosophy. *(in 500 characters)*

13. Where have you travelled outside your home country? If you live there, for how long? *(in 900 characters)*

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14. What scholarship or awards have you won? (in 500 characters)

15. What other languages do you speak or are proficient in?

- ..... Read:  Yes  No - Speak:  Yes  No
- ..... Read:  Yes  No - Speak:  Yes  No
- ..... Read:  Yes  No - Speak:  Yes  No
- ..... Read:  Yes  No - Speak:  Yes  No

**YOUR HEALTH:**

In order to present appropriate role models to our students, APU does not employ any faculty or staff who uses tobacco products.

- 1. Describe your current state of health.....
- 2. Do you have any health issues that a doctor would describe a chronic?  Yes  No  
If yes, explain: .....
- 3. Do you have any physical disabilities?  Yes  No  
If yes, explain: .....  
Do you have, or have you ever had, an addiction to any drug or alcohol?  Yes  No  
If yes, explain: .....

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?  Yes  No**

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation



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**APPLYING FOR:**

Position (applied for): .....

When available .....

Have you ever applied to APU before?  Yes  No

If Yes, when? .....

Employment desired:  Full time only  Part time only  Full or part time

Salary desired: \_\_\_\_\_

**EDUCATION:**

Type of school	Name of School	Location (complete mailing address)	Major & Degree
High school	.....	.....	.....
	.....	.....	.....
University	.....	.....	.....
	.....	.....	.....
University	.....	.....	.....
	.....	.....	.....
University	.....	.....	.....
	.....	.....	.....

**RELATED TRAINING AND COURSE WORK:**

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing speed and computer software proficiency)

[Empty rectangular box for listing skills, licenses, and certificates]



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## HAVE YOU EVER BEEN TERMINATED OR ASKED TO RESIGN FROM ANY JOB?

Yes  No

If yes, explain:

Describe your work experiences in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, If applicable. Provide an explanation for any gaps in employment. All information in this section must be complete. A resume may be attached, but not substituted for completing this section.

1. Your next most recent employer: .....  
Address:..... Phone: ..... Job title:.....  
Number supervised:..... Supervisor's name:.....  
From: ..... To:..... Salary:.....  
May we contact this employer?  Yes  No  
Job duties (give details): .. ..
  
2. Your next most recent employer: .....  
Address:..... Phone: ..... Job title:.....  
Number supervised:..... Supervisor's name:.....  
From: ..... To:..... Salary:.....  
May we contact this employer?  Yes  No  
Job duties (give details): .. ..
  
3. Your next most recent employer: .....  
Address:..... Phone: ..... Job title:.....  
Number supervised:..... Supervisor's name:.....  
From: ..... To:..... Salary:.....  
May we contact this employer?  Yes  No  
Job duties (give details): .. ..



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4. Your next most recent employer: .....
- Address:..... Phone: ..... Job title:.....
- Number supervised:..... Supervisor's name:.....
- From: ..... To: ..... Salary:.....
- May we contact this employer? Yes No
- Job duties (give details):.. .....
5. Your next most recent employer: .....
- Address:..... Phone: ..... Job title:.....
- Number supervised:..... Supervisor's name:.....
- From: ..... To: ..... Salary:.....
- May we contact this employer? Yes No
- Job duties (give details):.. .....
6. Your next most recent employer: .....
- Address:..... Phone: ..... Job title:.....
- Number supervised:..... Supervisor's name:.....
- From: ..... To: ..... Salary:.....
- May we contact this employer? Yes No
- Job duties (give details):.. .....

**PLEASE LIST THREE PROFESSIONAL REFERENCES:**

Name: ..... Position:..... Telephone:.....

Company:..... Address:..... Email: .....

Name: ..... Position:..... Telephone:.....

Company:..... Address:..... Email: .....

Name: ..... Position:..... Telephone:.....

Company:..... Address:..... Email: .....





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**PLEASE CAREFULLY READ THE FOLLOWING STATEMENT:**

*With this application, I consent to the release of personal information to authorized officers, agents, and/or employees of APU which may include but not be limited to information concerning my past and present work; including my official personnel file; attendance record; performance evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of APU to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.*

*Certification of applicant: I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment.*

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