*Fields in this Microsoft Word form expand as you key in information. You can navigate between fields using the “Tab” key.*

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| **Application for Administrative Services Staff Position** |

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| --- |
| **1. Position** |
| Position(s) interested in: |
| Today’s date (dd/mm/yyyy): |

|  |  |  |
| --- | --- | --- |
| **2. Personal information** | | |
| Name (as it appears on passport): | | |
| Permanent address: | | |
| Present address: | | |
| Date of birth (dd/mm/yyyy): | Gender: | Nationality: |
| Email: | Phone: | Skype: |
| **#**Aadhar: | Passport number: | **#**PAN: |
| Religion: | Marital status: | Number of children: |
| Do you have any health problems that would make it difficult to live and work in a small community at an altitude of 7000 feet? | | |
| Condition of health: | | |

**Have you ever been convicted of a crime other than a minor traffic offence?**

**If ‘Yes’ please provide details and status thereof:**

**Were you ever involved in any civil / criminal case(s) or employment dispute?**

**If ‘Yes’ please provide details and status thereof:**

**How did you hear about Kodaikanal International School?**

**Are any of your relatives or close friends currently employed at Kodaikanal International School? If ‘Yes’ please name:**

|  |  |
| --- | --- |
| Name | Relationship |
|  |  |
|  |  |
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| **3. Educational history** |

**Institutions of higher learning** *(start with most recent)***:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree / Diploma: |  |  |  |  |
| Institution Name: |  |  |  |  |
| City: |  |  |  |  |
| Country: |  |  |  |  |
| Major: |  |  |  |  |
| Minor: |  |  |  |  |
| Start Date (dd/mm/yyyy): |  |  |  |  |
| End Date(dd/mm/yyyy): |  |  |  |  |

**College distinctions received:**

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |

***# Only for Indian citizens.***

**Certificates or other professional qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title *(include serial number of license or certification)*: |  |  |  |  |
| Institution, state or authority: |  |  |  |  |
| Level or degree: |  |  |  |  |
| Date issued (dd/mm/yyyy): |  |  |  |  |
| Date of expiry (dd/mm/yyyy): |  |  |  |  |

**4. Professional experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Present employment** | **Previous employment** | **Previous employment** | **Previous employment** |
| Name of employer: |  |  |  |  |
| Location: |  |  |  |  |
| Start Date (dd/mm/yyyy): |  |  |  |  |
| End Date (dd/mm/yyyy): |  |  |  |  |
| Position: |  |  |  |  |
| Responsibilities: |  |  |  |  |
| Reason for leaving: |  |  |  |  |
| Referee Email : |  |  |  |  |

**Please account for any gaps in your employment history:**

**What is your current gross salary in INR or US Dollars per annum?**

**What is your minimum salary expectation per month for you to take up this role?**

**What is the minimum notice period you need to serve in your current employment?**

**Any other experience relevant to position:**

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| 1. |
| 2. |
| 3. |
| 4. |

**Volunteer work:**

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| 1. |
| 2. |
| 3. |
| 4. |

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| **5. Philosophies** |

**State briefly your philosophy and approach to administration in an international school such as ours:**

**What are your reasons for wanting to work at Kodaikanal International School?**

**You will be asked to support the philosophy and goals of Kodaikanal International School. Have you read and will you be able to fully support Guiding Principles?**

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| **6. Family information** |

**Spouse details:**

|  |  |
| --- | --- |
| Name (as it appears on passport): | |
| Date of birth (dd/mm/yyyy): | Date of marriage **(**dd/mm/yyyy**)**: |
| Nationality: | Religion: |
| Is spouse employed? | What type of work? |
| Will spouse apply for employment at KIS? | If yes, what position? |

**Children details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Gender** | **Date of birth (dd/mm/yyyy)** | **Present grade in school** | **Will child apply to KIS?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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| **7. Professional references** |

**Provide contact information for three professional references, including your current supervisor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Company/position** | **Email** | **Telephone** |
| 1. Current supervisor: |  |  |  |  |
| 2. Professional reference: |  |  |  |  |
| 3. Professional reference: |  |  |  |  |

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and other safeguarding checks, and an overseas check (where appropriate). Applicants can request for our Code of Conduct

By checking the box I certify and agree that::

all the information provided in this application above is true, correct and complete and nothing has been concealed or mislead.

I have no previous convictions, cautions, or bind-overs, no cases outstanding, and that I am not currently disqualified or restricted from working with children, or on any prohibition lists.

I have read the KIS Code of Conduct and agree to my personal data, being held and utilised by KIS for the purposes stated.

I consent to undergo background verification.

I consent to undergo medical test as a pre-condition for employment

I consent any other verification by KIS

*You will be required to sign this application form at the interview. If your interview is conducted remotely and you are offered a position you will be asked to sign this application form along with your employment contract.*

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please send completed application, along with your CV/Resume and letter of interest, to:** [**hr@kis.in**](mailto:hr@kis.in)