

Please tab to each gray field to complete this form

General information		
Name of school		
Name of Principal/Director		
Address		
Email		
Phone		
Fax		
Name of main recruiter		
School description		
Brief description/information about the school		
Type of school	Privately owned	<input type="checkbox"/>
	Company owned	<input type="checkbox"/>
	Embassy	<input type="checkbox"/>
	State	<input type="checkbox"/>
	Franchise	<input type="checkbox"/>
	Other (please specify)	
Total number of teachers		
Number of nationalities represented on teaching staff		
Main language of communication		
Working week	Monday-Friday	<input type="checkbox"/>
	Sunday - Thursday	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>
School hours	From 0900 - 1600	<input type="checkbox"/>
	From 0800 - 1500	<input type="checkbox"/>
	From 0700 - 1400	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>
Number of students		
Number of student nationalities represented		
Year groups/Grades/levels offered		
Pre-school/Kindergarten/Preparatory Ages 3-5	Number of periods/Lessons per day	/
	Length of each period/lesson	/
	Specialist lessons (please specify)	/
	Non contact time per week	
	Maximum number of students per class	
Primary/Elementary Years 1 - 6	Number of periods/Lessons per day	/
	Length of each period/lesson	/
	Specialist lessons (please specify)	/
	Non contact time per week	
	Maximum number of students per class	
Middle School Years 7 - 9	Number of periods/Lessons per day	/
	Length of each period/lesson	/
	Non contact time per week	
	Maximum number of students per	

	class	
High School Years 10 - 13	Number of periods/Lessons per day	/
	Length of each period/lesson	/
	Non contact time per week	
	Maximum number of students per class	
Secondary School (Middle and High school) Years 7 - 13	Number of periods/Lessons per day	/
	Length of each period/lesson	/
	Non contact time per week	
	Maximum number of students per class	
Curriculum/Examinations (You may indicate more than one)	British	<input type="checkbox"/>
	American	<input type="checkbox"/>
	Canadian	<input type="checkbox"/>
	Australian	<input type="checkbox"/>
	State/national curriculum (please specify)	<input type="checkbox"/> /
	IB PYP	<input type="checkbox"/>
	IB MYP	<input type="checkbox"/>
	IB Diploma	<input type="checkbox"/>
	Cambridge International Primary Programme	<input type="checkbox"/>
	Cambridge Checkpoint	<input type="checkbox"/>
	Cambridge IGCSE	<input type="checkbox"/>
	Cambridge A Level	<input type="checkbox"/>
	Cambridge Pre-U Diploma	<input type="checkbox"/>
	IPP	<input type="checkbox"/>
Language school (EAL) Please specify curriculum/Examination type	/	
Other (Please specify curriculum/Examination type)	/	
School Accreditation		
(You may indicate more than one)	CIE (IGCSE)	<input type="checkbox"/>
	CIE (A LEVEL)	<input type="checkbox"/>
	IBPYP	<input type="checkbox"/>
	IBMYP	<input type="checkbox"/>
	IBDP	<input type="checkbox"/>
	AIE	<input type="checkbox"/>
	AP	<input type="checkbox"/>
	CIMS	<input type="checkbox"/>
	CIPP	<input type="checkbox"/>
	CIS	<input type="checkbox"/>
	DODS	<input type="checkbox"/>
	ECIS	<input type="checkbox"/>
	GEMS	<input type="checkbox"/>
	GCSE	<input type="checkbox"/>
	ILMP	<input type="checkbox"/>
	IPC	<input type="checkbox"/>

	ISA	<input type="checkbox"/>	
	ISS	<input type="checkbox"/>	
	MEMPS	<input type="checkbox"/>	
	NABSS	<input type="checkbox"/>	
	PTC	<input type="checkbox"/>	
	QCA	<input type="checkbox"/>	
	CITA ADVANC-ED	<input type="checkbox"/>	
	Other (please specify)	<input type="checkbox"/>	
General conditions and requirements			
Visa required	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sponsorship required	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vaccination/Medical	Before arrival	<input type="checkbox"/>	
	On/after arrival	<input type="checkbox"/> On	<input type="checkbox"/> After
	Not required	<input type="checkbox"/>	
Maximum age of applicant			
Are there any impediments which may prevent any teacher from obtaining a visa or taking up a position in your school (e.g. religion, nationality)			
Teacher benefits			
Salary per annum (scale: from...to...)	Preschool/Kindergarten/Preparatory	From \$	To \$
	Primary/Elementary	From \$	To \$
	Middle school	From \$	To \$
	High school	From \$	To \$
Tax	Yes/No (if yes, % of salary)	<input type="checkbox"/> Yes	%
Ongoing Professional Development	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Opportunity for promotion	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gratuity	Yes/No (if yes, % of salary and details)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If Yes:	%
Holidays	Number of days per annum		
Accommodation	Single	<input type="checkbox"/>	
	Shared	<input type="checkbox"/>	
	Family	<input type="checkbox"/>	
	Apartment	<input type="checkbox"/>	
	Serviced apartment	<input type="checkbox"/>	
	Villa/house	<input type="checkbox"/>	
	On campus	<input type="checkbox"/>	
	Off campus	<input type="checkbox"/>	
	Fully furnished	<input type="checkbox"/>	
	Other (please specify)	<input type="checkbox"/>	
Basic foodstuffs on arrival	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flights	Yes/No (if yes, how many per year)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If Yes:	/year
Dependents' flights	Yes/No (if yes, how many per year)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If Yes:	/year

Utility bills paid	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Telephone	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Medical	Yes/No (if yes, please give details of cover)	<input type="checkbox"/> Yes	<input type="checkbox"/> No If Yes, details:
Dental	Yes/No (if yes, please give details of cover)	<input type="checkbox"/> Yes	<input type="checkbox"/> No If Yes, details:
Car/ Transport allowance	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
School fees for dependants	Fully paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	% paid (give details)	% Details:	
	None paid	<input type="checkbox"/>	
Initial flights	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport pick up	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Induction	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Buddy system	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Liquor license (if relevant)	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bank account	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health club/gym membership/discount	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use of school facilities	Yes/No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Vacancies to be advertised

Curricular area	Grade level	Subject (if relevant)	Start Date
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /
			/ /

Information Package

Your information package should include the following and an example sent to Global Educators (if for the recruitment Fair no later than seven days before the fair.)	School calendar	<input type="checkbox"/>
	Staff handbook	<input type="checkbox"/>
	Induction handbook	<input type="checkbox"/>
	School newsletter	<input type="checkbox"/>
	Report/narrative from current teacher	<input type="checkbox"/>
	Country information	<input type="checkbox"/>
	Exemplar contract	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>