



Cambridge Academy Ethiopia

Administrative Staff Application Form

Position Applied For: _____

Department : _____

Application Reference: (For office use only) _____

Preferred Start Date: _____

PART A: PERSONAL INFORMATION

- Title: (Mr / Mrs / Miss / Ms / Dr / Other) _____
- Full Name (as in passport): _____
- Nationality: _____ Passport /IDNumber: _____
- Date of Birth: // _____
- Current Residential Address:

- Email Address: _____
- Telephone (Mobile): _____
- Telephone (Home): _____
- Emergency Contact Name & Relationship: _____
- Emergency Contact Telephone: _____

PART B: PROFESSIONAL QUALIFICATIONS & CERTIFICATIONS

Qualification (PhD/MA/MSc/Degree/Diploma/Certificate)	Institution & Country	Year Awarded	Field of Study / Major
1.			
2.			
3.			

- Professional Certifications

- Issuing Authority / Country: _____
- Expiry Date (if applicable): // _____

PART C: EMPLOYMENT HISTORY

Please list your employment in reverse chronological order, starting with your most recent post. You must account for any gaps in employment.

Current/Most Recent Position:

- **Organization Name & Location:** _____
- **Position Held:** _____
- **Dates:** From //_____ To //_____
- **Key Responsibilities & Achievements:**

- **Reason for Leaving:** _____

Previous Position:

- **Organisation Name & Location:** _____
- **Position Held:** _____
- **Dates:** From //_____ To //_____
- **Reason for Leaving:** _____

(Attach a separate sheet if more space is needed.)

PART D: SUITABILITY FOR THE ROLE

1. Please explain your relevant experience for the position applied for and your philosophy of service/operations in an international school environment (max. 150 words).

2. Describe a successful strategy you have used to solve a complex operational, technical, or administrative problem in a previous role (max. 100 words).

3. **Beyond your core duties, how could you contribute to the wider life and enrichment programmes of an international school?**

PART E: REFEREES

Please provide details of **two professional referees**. One must be your current/most recent direct line manager or Head of Department/Operations.

Referee 1 (Current/Most Recent Line Manager):

- **Name:** _____ **Title/Position:** _____
- **Organisation Name:** _____
- **Email:** _____ **Telephone:** _____
- **Nature of Professional Relationship:** _____
- **May we contact this referee immediately?** ☐ Yes ☐ No *(If no, please state when: _____)*

Referee 2 (Professional Colleague/Supervisor from a previous role):

- **Name:** _____ **Title/Position:** _____
- **Organisation Name:** _____
- **Email:** _____ **Telephone:** _____
- **Nature of Professional Relationship:** _____

PART F: DECLARATIONS

A. Safeguarding (applies to all staff working in or visiting a school)

1. Have you ever been the subject of a child protection investigation or is there any reason why you should not be employed in a position working with children? ☐ Yes ☐ No
2. Have you ever been convicted of a criminal offence or are there any criminal proceedings pending against you? (A criminal record will not necessarily be a bar to obtaining a position.) ☐ Yes ☐ No

If you have answered YES to either question, please provide full details on a separate confidential sheet.

B. Health

Do you have any medical condition or disability which might affect your ability to perform the role for which you are applying, or for which the school may need to make reasonable adjustments? ☐ Yes ☐ No

If yes, please provide brief details: _____

C. Declaration

I declare that the information given in this application is, to the best of my knowledge, complete and correct. I understand that any false statement or omission may disqualify me from employment or lead to dismissal.

- **Applicant's Signature:** _____
- **Date:** // _____
- **Printed Name:** _____

PART G: CHECKLIST FOR APPLICANTS

Please ensure you have enclosed the following with this completed form:

- ☐ Covering Letter addressed to the HR
- ☐ Full Curriculum Vitae (CV)
- ☐ Copies of academic and professional qualification certificates
- ☐ Copy of your passport data page
- ☐ A recent passport-sized photograph

Submission Instructions:

Please submit your completed application form and all supporting documents by email to:

cae-careers@cambridgeethiopia.org

Email Subject Line: Application:

Example: Application: IT Support – John Smith

Cambridge Academy Ethiopia is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory references, identity, criminal record checks, and verification of qualifications.