



A MINISTRY OF ASIAN HOPE CAMBODIA

RETURN VIA AIR mail

**Asian Hope International School**  
Attention: Administration  
P.O Box 1534  
#12, Street 592, Toul Kork  
Phnom Penh, Cambodia

Please Attach  
Recent Photo

RETURN VIA Email: [principal@asianhopeschool.org](mailto:principal@asianhopeschool.org)

### **TEACHER APPLICATION**

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPEWRITING. ALL INFORMATION WILL BE HELD IN CONFIDENCE.

#### **A. APPLICANT INFORMATION**

Full name:

\_\_\_\_\_

Name you prefer to be called by:

\_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present address:

\_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Length of time at this address?

\_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Nationality \_\_\_\_\_ Age \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: ( ) Male ( ) Female

Birthplace: \_\_\_\_\_

Social Security ID No: \_\_\_\_\_

Passport Details:

Country: \_\_\_\_\_ Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Date of last physical checkup: \_\_\_/\_\_\_/\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

**\* Please attach photocopies of the physical report.**

Marital Status: Single  Engaged  Married  Widowed  Ever Divorced

Names of spouse & children	Relationship	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Mission Agency: \_\_\_\_\_

( ) Fully Supported Financially      ( ) Partially Supported: Amount: \_\_\_\_\_

**B. POSITION DESIRED**

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades in order of preference:

( ) Preschool ( ) Kindergarten ( ) Elementary \_\_\_\_\_

Length of Term:      ( ) standard 2 years      ( ) 3 or more years      ( ) 1 year

Status:              ( ) Full-time              ( ) Part-time

How did you learn about the position for which you are applying?

**C. CHRISTIAN BACKGROUND**

Give a brief description of your personal decision to follow the Lord Jesus Christ and your present relationship with Him.

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Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Denominational preference?

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What is your local church affiliation?

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Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what Christian activities are you involved and with what degree of regularity?

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What are your thoughts toward non-Christian religions?

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Please list your international mission experiences (long and short term), studies and travels:

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If you have worked internationally, please describe your impressions of you job assignment and your adjustment to living cross-culturally.

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What books have you read recently that have helped you spiritually?

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#### **D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach photocopies of all your post-secondary transcripts.**

Colleges Attended	Address	Dates	Degreee
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Teacher Certification: Kind of Certificate:

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(Provisional) (Permanent)

I have certification in the (States, Provinces)  
of \_\_\_\_\_

Practice Teaching (School, Location, Subject, Level, and Dates):

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Teaching Experience:

School	Address	Years	Subject Grade	Indicate Full- time/Part-time/ Temporary
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Overseas Mission Experience (short term or long term).

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Academic and athletic honors, extra-curricular activities, offices held.

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Please describe any international travels or studies.

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If you have worked overseas, what were your impressions of your job assignment and your adjustment to living in another country?

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Languages: (On a scale of 1-10, rate your proficiency: 1 = beginner; 5 = conversational; 10 = literate/fluent)

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What professional growth activities have you been involved in during the last two years?

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What professional publications do you read regularly?

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List briefly experience with children other than in teaching?

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Please describe any experience you have teaching classroom music, P.E. computers, or art.

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What other school activities could you assist with?

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Have you had any specific training for Christian schools or curriculum? Give details.

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### **E. PERSONAL PHILOSOPHY**

Please comment on the following:

A. What is your personal Christian philosophy of education and how do you implement it?

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B. Why would you like to teach in an international Christian school?

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C. What do you consider to be the proper classroom atmosphere for learning?

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D. What is your philosophy of discipline?

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E. What areas do you feel are your strengths? Weaknesses?

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F. What are your hobbies, talents and interests?

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G. What would you like to be doing 5 years from now?

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**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards. If necessary, you may follow the same format on an additional page.

1. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

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Supervisor's Name and Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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2. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

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Supervisor's Name and Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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3. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

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Supervisor's Name and Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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4. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

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Supervisor's Name and Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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5. Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

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Supervisor's Name and Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

\_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution? Yes \_\_\_ No \_\_\_

Have you ever been dismissed or resigned to avoid dismissal, or ever been asked to resign from a position? (If yes, please explain) Yes \_\_\_ No \_\_\_

Have you ever been charged in any civil or criminal proceedings? (If yes, please explain on a separate page) Yes \_\_\_ No \_\_\_

Have you ever been accused of improprieties involving children? (If yes, please explain on a separate page) Yes \_\_\_ No \_\_\_

### ***Asian Hope Staff Guidelines***

Staff are expected to be exemplary role models for students and the community at large both in and out of school. They are expected to show moderation in all things and use wisdom and discretion in their conduct. They are expected to be above reproach at all times in the areas of sexual orientation and behavior, marital and parental relationships, personal finances, addictive substances, and leisure activities. All alleged contravention of this code of behavior would be dealt with in accordance with biblical principles (Matthew 18:15-19). If allegations are proven, this will be grounds for dismissal.

The school campus will be kept free of addictive substances (including cigarettes & alcohol) for both staff and students. Any activities held on the premises must be edifying and glorifying to God.

Are you prepared to abide by these guidelines and to cooperate with your colleagues and the administration under the authority of the Asian Hope Board? Yes  No

### ***Asian Hope Statement of Faith***

1. We believe the Bible to be the only inerrant, authoritative Word of God.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.

6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost -- they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

I certify the above doctrinal statement of faith to be an accurate and correct statement of my personal beliefs.

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Signature

Date

### **G APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Asian Hope** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize **Asian Hope** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit a complete criminal background check. I agree to fully cooperate in providing all requested information. I authorize the school to conduct an independent criminal records check as necessary. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on

the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

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Printed Name of Applicant

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Signature of Applicant

Date

## **H. PERSONAL REFERENCES**

The applicant is responsible to send a reference sheet to four (4) people. Include your pastor and at least one administrator where you have taught. If you are processing through a Mission Board, you may use the same references for the school as you use for your Board. Please be sure to include professional teaching references. Materials from college placement offices may be used.

**Personnel Services Reference Form**

Please return this confidential reference form VIA EMAIL to the following address:

[principal@asianhopeschool.org](mailto:principal@asianhopeschool.org)

Or VIA AIRMAIL to the following address:

Administration  
Asian Hope International School  
P.O Box 1534  
#12, Street 592 Toul Kork  
Phnom Penh, Cambodia

\_\_\_\_\_ has inquired of us concerning a staff position  
\_\_\_\_\_ as  
\_\_\_\_\_ at Asian Hope International School.

**Your comments as to the teaching ability (or ability in line with the position indicated above) and experience, personality, adaptability to a new school and community environment, qualities of leadership, interests and other important factors will be of great help to us in relating the applicant's background to the needs of our school. Please use the space below and do not hesitate to use an additional page. Asian Hope International School is a Christian school serving the educational needs of Cambodian students in Phnom Penh. (You may wish to write a letter in lieu of completing this form, and we would be happy to accept this.)**

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone # \_\_\_\_\_ Signature: \_\_\_\_\_