



## AMERICAN BILINGUAL SCHOOL

APPLICATION FOR EMPLOYMENT  
2009-2010

### ABS Security Deposit Policy

Dear Applicant,

ABS makes an investment in new employees of our time and resources. The security deposit is our assurance that you will return all materials loaned to you, and that you will observe the notice-period when and if you make the decision to leave employment with ABS.

☞ Should you be offered a job with ABS, 100 K.D. towards your security deposit is required at the time of signing an offer of employment in order to secure your position. This is ABS policy for newly appointed staff unable to join within 3 working days of accepting an offer, and for all applicants who will be signing on for the 2009/10 academic year.

Security deposit policies:

- 50% of first months salary, less 100 KD deposit already paid at time of signing an offer.
- If you should resign, **even during the probationary period**, you must give 2-8 weeks notice (whatever is stipulated in your contract); otherwise security deposit is non-refundable.
- If your employment is terminated during the probationary period, it is fully refundable.
- The security deposit will be returned to you at the end of your employment with ABS as long as you have met the notice-period (admin staff only). For teaching staff, it will be returned to you with your June salary after receiving school clearance of all school property and all academic responsibilities are completed as stipulated in the contract

Position Applying For	
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First Name	Second Name	Family Name	Nickname

### START DATE/SALARY EXPECTATION

When can you begin working at ABS?	DATE:
What are your salary expectations?	Kuwaiti Dinar



**APPLICANT INFORMATION**

Do you have any relatives working at ABS? Yes  No

If yes, what is their name? \_\_\_\_\_

Do you have any friends working at ABS? Yes  No

If yes, what is their name? \_\_\_\_\_

How did you learn about ABS? Circle one: Ad in newspaper Friend Relative Internet search Website

Sex	Date of Birth	Place of Birth	Nationality
<input type="checkbox"/> Male <input type="checkbox"/> Female			

Present Sponsor:	Civil ID Number:

Your Home Telephone Number(s)	Your Mobile Number

Marital Status			
<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widow

**EDUCATION**

Education	School Name & Address	City, Country	Years Attended		Major	Degree & Year
			From	To		
High School						
University						
Other						

**SICK LEAVE AND MEDICAL CONDITIONS**

Consistent attendance is an essential duty of all ABS staff. Frequent absences cause disruption to students, as well as place an unnecessary burden on fellow faculty/admin staff. Faculty members absent more than 3 days in the academic year will be called into management review.

Will you be able to accept ABS terms if hired?  Yes  No

Please indicate how many days from work you missed last year due to illness:

Number of days absent last year?	1 – 2 days	3 – 4 days	5 + days
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What were the reasons for the absences? Explain.

Do you have any medical conditions that may cause you to be absent? Explain.

If you are female, are you currently pregnant? Yes  No

Are you currently taking any medications? Yes  No

If so, what are the reasons and what type of medication? Explain.

**WORK EXPERIENCE**

Current Company	Job Title	Employer	Dates of Employment	Salary & Other Allowances

Job Duties: \_\_\_\_\_

Reasons for Leaving \_\_\_\_\_

May we contact your former employer?  YES  NO  
 Former employer contact information: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Company #2	Job Title	Employer	Dates of Employment	Salary & Other Allowances

Job Duties: \_\_\_\_\_

Reasons for Leaving \_\_\_\_\_

May we contact your former employer?  YES  NO  
 Former employer contact information: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Company #3	Job Title	Employer	Dates of Employment	Salary & Other Allowances

Job Duties: \_\_\_\_\_

Reasons for Leaving \_\_\_\_\_

May we contact your former employer?  YES  NO  
 Former employer contact information: Telephone: \_\_\_\_\_ Email: \_\_\_\_\_



**APPLICATION REQUIREMENT CHECKLIST**

The following documents **must** be included in your application packet in the following order:

- ✓ American Bilingual School application form
- ✓ 1 page Cover Letter – current picture at the top right hand corner
- ✓ 1 page Resume – full contact information, must include email and phone number
- ✓ Copies of Diplomas / Certificates / Certified Copy of Transcripts
- ✓ 2 Letters of Reference from two most recent employers. Must be from a principal or manager.
- ✓ Photocopy of the back and front of your civil ID OR a copy of your residency page from your passport.
- ✓ Salary Certificate
- ✓ Photocopy of your present contract

**APPLICANT SIGNATURE**

I affirm that all information provided on this application is true. I understand that any false information that I have provided is grounds for immediate termination from a post that I may be appointed to at ABS and/or will nullify my employment contract with ABS.

I have read and accept ABS Grading and Computing Policies

I have read and accept ABS's Personal Financial Responsibility clause, and the Employee Security deposit clause.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:



### **ABS GRADING AND COMPUTING REQUIREMENTS**

To remain competitive, better serve our parents and provide our employees with the best tools to do their jobs, ABS makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, intranet, Internet and the World Wide Web.

All staff and teachers are required to undergo training on both Gradequick and Edline software which is used by ABS to manage grades, attendance, and parent/student communication. Ongoing training throughout the academic year may be required for some staff members. **You must be committed to learning to be proficient in the software.**

*ABS requires all staff to have satisfactory time management, organizational, and computer skills in order to carry out the following requirements:*

- *Create Semester plans prior to start of each semester, outlining material to be covered week by week.*
- *Submit weekly lesson plans to administration **on time** for approval.*
- *Submit weekly homework and classwork materials to ABS website by deadline stipulated.*
- *Take daily student attendance using Gradequick software.*
- *Maintain all student grades in Gradequick software (with weekly updates).*
- *Grade and electronically post all student grades within 8 days of the completion of any graded assignment.*
- *Reply to and initiate email and telephone contact to parents regarding grades, behavior, missing assignments, etc.*
- *Meet the minimum requirements stipulated by ABS for number of graded assignments, graded tests and quizzes per term.*
- *Submit all major exams to administration at least 10 days before exam date - for approval.*
- *For secondary teachers – Submit review guide for exams for approval at least 10 days before exam dates. Approved exam review guides must be posted online for student access at least 7 days prior to exam.*
- *Meet all deadlines for determining all final course grades prior to report card dates.*
- *Make amendments, edits, etc. to lesson plans, weekly overviews, and exams, as required by administration.*

### **PERSONAL FINANCIAL RESPONSIBILITIES**

*ABS will withhold a security deposit of ½ of your first month's salary. This will be returned to you with your June salary after receiving school clearance of all school property and all academic responsibilities are completed as stipulated in the contract.*

*I am aware that if my computer skills do not meet the ABS requirements this will be grounds for dismissal.*

*I confirm that I have satisfactory time management, organizational, personal financial stability, and computer skills in order to carry out the requirements listed above.*