



## GENERAL APPLICATION FOR EMPLOYMENT

Please attach a passport photograph

1. Position for which you are applying: \_\_\_\_\_

2. Personal Details:

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

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

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth (include Town/City & Country): \_\_\_\_\_

Married or  Single Name of husband or wife: \_\_\_\_\_

Nationality: \_\_\_\_\_ Occupation of husband or wife: \_\_\_\_\_

Name of child (ren): \_\_\_\_\_ Nationality: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name of child (ren): \_\_\_\_\_ Nationality: \_\_\_\_\_ Date of birth: \_\_\_\_\_

3. Further Education:

University or College	Location	Dates Attended	Major Field of Study	Degree or Certificate
1				
2				
3				
4				

4. Employment Record:

(List your previous 10 years of employment, beginning with your present position and continuing in reverse chronological order. If you need more space, list on a separate sheet)

Employer	Job Title	Address	Dates of Employment
1			
2			
3			
4			
5			
6			
7			
8			

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**5. Employer References**

Please list the names, addresses, telephone numbers and e-mail addresses (where applicable) of two referees who can provide us with information about your previous working experience. One referee should be your **present employer**, and one your previous employer.

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Tel. No: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Position: \_\_\_\_\_

Tel. No: \_\_\_\_\_ E-mail: \_\_\_\_\_

**6. Passport Information**

Passport No: \_\_\_\_\_ Place issued: \_\_\_\_\_

Date issued: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

**7. Contact Information**

Please give the name, address and telephone number of a relative or friend who knows where to reach you in the event we cannot contact you at your current address.

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

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

Tel. No: \_\_\_\_\_

**8. Please give a brief statement of your reasons for wishing to work at I.S.D.**

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Please forward your application to:

**Human Resources Department  
International School of Düsseldorf  
Niederrheinstraße 336  
40489 Düsseldorf**

Please forward all relevant documentation listed in the documents required form.

I certify the details in this application are correct and to the best of my knowledge.

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