### BEACON SCHOOL

P. O. Box AR 105 Aburi, Ghana Attach recent photo

### **Staff Application Form**

Date of Application:/Position Applying for
A. Personal Information  Full Name
Age Birth Date/Nationality
Place of Birth (City, Country):
Postal Address
Residential Address
Email address
Phone(s)
Marital Status (please tick one): single engaged married divorced separated
Name of Spouse if Married
Names and ages of child/ren (if any)
Names of Parents
Parents' Phone(s)
What do your parents think about your decision to apply to Beacon School?

# B. <u>Educational Experiences after Basic School</u>

Name & Location of Institution Dates Attended Degree/Diploma/Certificate						
Important: In subn	nitting this ap	plicatio	n, please atta	ch copie	es of all relevant certificates,	
testimonials and ex	am results.					
	_					
C. <u>Work Exp</u>	<u>erience</u> :	<u>S</u>				
a. Teaching E	xperience					
Name of Institution Add	ress Dates	Classe	s Taught			
h Non Tooghing Work Evnoviones						
b. Non-Teaching Work Experience  Name of Organization Address Dates Position Held						
Name of Organization   Ad	aress_Date	S_POS	tion Held			

D. <u>Personal Faith</u>
1. How long have you been a Christian?
2. What church do you attend?
-Denomination Current Pastor
3. What are your greatest gifts?
4. What are your greatest weaknesses?
5. Personal History: Please write your answers to the following questions on
separate sheets (not more than one page each):
<ul> <li>a) Describe your conversion experience and present spiritual relationship with the Lord Jesus Christ</li> <li>b) Which individuals or books have been most influential in your life, and why?</li> <li>c) What areas of your character are you currently seeking to further develop and improve?</li> <li>d) Please describe your long-term goals in life.</li> <li>e) Please describe your relationship with your local church, such as your</li> </ul>
areas of ministry, service, and any leadership experience.
E. Working with Children (for teaching-applicants only)  1. What is your preferred age group when working with children and why?
2. How would you maintain discipline in the classroom?

3. What is y	your favor	ite subject/a	aspect of teaching? Explain why:
4. What un	iqueness i	n teaching w	vill you be bringing to Beacon School?
	<del> </del>		
F. Medi	ical Inf	<u>formati</u>	<u>on</u>
1. Please ar	nswer all q	μestions tru	thfully with $Y$ for yes or $N$ for no.
			pacco/cigarettes?
			llegal drugs? lem with alcohol?
	-	_	r psychiatric care? F1
If you answ which led t		to any of the	questions in section please explain the circumstances
2. Have you	ı ever had,	, or do you c	urrently have any of the following conditions?
	Vag	N -	Diahatas
	Yes	No	Diabetes  For Trouble

Yes	No	Diabetes	
		Ear Trouble	
		Eye Trouble	
		Recurrent Diarrhea	
		Recurrent Headaches	
		Epilepsy	
		Fainting Spells	
		Mental or Nervous Disorders	
		Depression	
		Heart Trouble	
		High Blood Pressure	
		Low Blood Pressure	
		Asthma	
		Allergies	
		Females only:	
		- Severe Pains During Periods	

If you answered Yes to any of the questions in section <b>F2</b> , please comment on
the problem and medications:
3. Are you at present under a doctor's care for any condition? If so, please specify:
4. FEMALES: Are you pregnant now or hoping to get pregnant within the coming year?  If yes, explain
5. Next of kin to be contacted in case of emergency
Telephone(s):
Relationship to the applicant
Medical Agreement: In case of emergency, I agree that medical attention should be sought, but that every effort to contact my next of kin be made at that time.
Signed: Date:/
<ul><li>G. Very Important</li><li>1. If applying for a teaching position, please explain what made you decide to become a teacher.</li></ul>
2. How did you hear of Beacon School?

3. What made you decide to apply to Beacon School?
4. In what ways do you believe you can contribute to the ministry of Beacon School?
5. Other Comments
FINAL INFORMATION
In order for us to process your application efficiently, we must have ALL three references
on file. Please advise your referees to send in the completed reference forms as soon as
possible.
Subject to your successful completion of this stage of the application process, we will cal you for an interview. Please be reminded that only short-listed applicants will be contacted for interview. Following up your application will not be necessary.  Name:
Signature:
Date

## **Friend's Reference Form**

<b>To Applicant:</b> Please sign this form, relinquishing your right to read this form, thereby giving your referee the freedom to be as objective as possible. Give it to your best friend to complete and send it to: Beacon School, Box 105, Aburi, E/R, Ghana.						
Your Name : Position applying for						
I, the above-named applicant, willingly waive any right I have to read or obtain copies of this recommendation knowing that this waiver is NOT required as a condition for admission.						
Signature Date						
Dear Sir/Madam,  The above applicant has applied for a position at Beacon School, an international Christian private school located on the Akuapem Ridge. Beacon School seeks to employ staff members who are truly reliable, dedicated and trustworthy. Serious consideration will be given to your comments; therefore we ask that you complete this form objectively, knowing that our decisions will not solely be based on your assessment of the applicant. Please complete all questions.  We may contact you for further clarification. Thank you for your assistance.  @@@@@@@@@@@@@@@@  1. How well do you know the applicant? Closely Acquaintances Casually  2. In what capacity have you known the applicant?						
	Superior	Above Average	Average	Below Average	Inferior	
 Initiative	Superior	ADUVE AVELAGE	Average	Delow Average	111161101	
Concern for Others						
Social Adaptability						
Ability to Follow						
Leadership						
Decision-Making Emotional Stability						
Health						
Personal						
Appearance Comments:						

4. Please tick the appropriate boxes below and give us your comments:

Mental Ability	Quick to comprehend	Average	Slow
Industry	Hard worker	Average	Lacks persistence
Reliability	Meets obligation	Average	Neglects obligation
Cooperativeness	Works well with others	Average	Avoids group activity
Flexibility	Open to change	Average	Unyielding
Christian Character	Well balanced	Average	Unstable
Disposition	Cheerful	Average	Passive
Punctuality	Punctual	Average	Often late
Financial responsibility	Honours obligation	Average	Neglectful

Comments:
5. What do you appreciate most about the applicant as a friend?
6. Does s/he display high moral standards? Y/N Please explain
7. What character traits does the applicant possess that enhanced his/her interpersonal relationships? Please explain:
8. Which areas of the applicant's personality would s/he need to improve in order to work more effectively in Beacon School?

Address		
Occupation	Phone Num	ber
Name	Signature _	
I have known	ed above.	years, and
Please explain:		
Unreservedly, Yes Yes V	With Some Reservation	Just No
13. Would you recommend that the applicant be	e accepted to work with child	ren at Beacon School?
medical/psychological condition, or drugs and a		
12. Please add any remarks you believe are rele	vant for us to be aware of. be	ing it their
11. Please comment on the applicant's family b	ackground:	
10. What do you consider to be the applicant's s	greatest weakness?	
9. Overall, what do you consider to be the appli	cant's strong points? (Include	e special abilities)

# Former Employer or Teacher's Reference Form

	ame:Position applying for					
I, the above-named a recommendation kn				_		
Signature					Date	
Christian private schemembers who are tr to your comments; t decisions will not sol questions.	ool located o uly reliable, d herefore we ely be based	ledicated and trustwask that you comple	e. Beacon Sci orthy. Seriou te this form c of the applic	hool seeks to emplo is consideration will objectively, knowing ant. Please complete	y staff be given that our	
		@@@@@@@@@	@@@@			
	now the appli	cant? Closely A	cquaintances	Casually		
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4. Please tick/circle the appropriate boxes below and give us your comments:

Mental Ability	Quick to	Average	Slow
	comprehend		
Industry	Hard worker	Average	Lacks persistence
Reliability	Meets obligation	Average	Neglects obligation
Cooperativeness	Works well with others	Average	Avoids group activity
Flexibility	Open to change	Average	Unyielding
Christian Character	Well balanced	Average	Unstable
Disposition	Cheerful	Average	Passive
Punctuality	Punctual	Average	Often late
Financial responsibility	Honours obligation	Average	Neglectful

Comments:
5. What do you appreciate most about the applicant as a student or staff member?
6. Does s/he display high moral standards? Y/N Please explain
7. What character traits does the applicant possess that enhanced his/her interpersonal relationships in school/at work that you have appreciated the most? Please explain:
8. Which areas of the applicant's personality would s/he need to improve in order to work more effectively in Beacon School?

9. Overall, what do you consider to be the applicant's strong points? (Include special abilities)
10. What do you consider to be the applicant's greatest weakness?
11. Please comment on the applicant's family background:
12. Please add any remarks you believe are relevant for us to be aware of, being it their medical/psychological condition, or drugs and alcohol abuse in the past.
13. Would you recommend that the applicant be accepted to work with children at Beacon School?  Unreservedly Yes Yes With Some Reservation No
Explain
I have known foryears, and
believe that s/he possesses the qualities indicated above.
NameSignature
School/OrganizationPosition
Phone numbers

# **Pastor's Reference Form**

Your Name :	Your Name:Position applying for						
I, the above-named a recommendation known		- · · ·		<del>-</del>			
Signature					Date		
Dear Pastor,  The above applicant has applied for a position at Beacon School, an international Christian private school located on the Akuapem Ridge. Beacon School seeks to employ staff members who are truly reliable, dedicated and trustworthy. They must also be people who are passionate about Christ and live their faith out in such a way as to have a positive impact on others.  Serious consideration will be given to your comments; therefore we ask that you complete this form objectively, knowing that our decisions will not solely be based on your assessment of the applicant. Please complete all questions.  We may contact you for further clarification. Thank you for your assistance.  @@@@@@@@@@@@@@@@@@@  1. How well do you know the applicant? Closely Acquaintances Casually  2. In what capacity have you known the applicant?							
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4. Please tick/circle the appropriate boxes below and give us your comments:

Mental Ability	Quick to	Average	Slow
	comprehend		
Industry	Hard worker	Average	Lacks persistence
Reliability	Meets obligation	Average	Neglects obligation
Cooperativeness	Works well with others	Average	Avoids group activity
Flexibility	Open to change	Average	Unyielding
Christian Character	Well balanced	Average	Unstable
Disposition	Cheerful	Average	Passive
Punctuality	Punctual	Average	Often late
Financial responsibility	Honours obligation	Average	Neglectful

Comments:
5. To what extent is the applicant active in church work?
6. What do you appreciate most about the applicant as a church member?
7. Does s/he display high moral standards? Y/N Explain
8. Which of the following would best describe the applicant's Christian experience?  Mature Contagious Genuine and Growing Over-emotional  Superficial  Explain:
9. What character traits does the applicant possess that enhance his/her interpersonal relationships in
church? Please explain:
10. Which areas of the applicant's personality would s/he need to improve in order to work more effectively in Beacon School?

Phone numbers	
ChurchRole	
Name	Signature
I have knownfo believe that s/he possesses the qualities indicated above.	ryears, and
Explain	
15. Would you recommend that the applicant be accepted to work  Unreservedly, Yes Yes With Some Reserva	
14. Please add any remarks you believe are relevant for us to be avmedical/psychological condition, or drugs and alcohol abuse in the	
13. Please comment on the applicant's family background:	
12. What do you consider to be the applicant's greatest weakness?	
11. Overall, what do you consider to be the applicant's strong poin	nts? (Include special abilities)