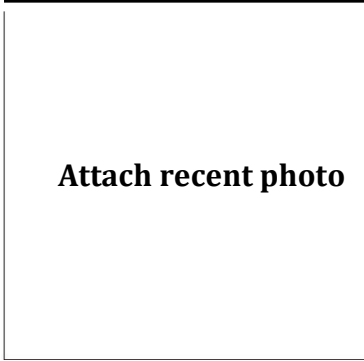


# BEACON SCHOOL

P. O. Box AR 105  
Aburi,  
Ghana



## Staff Application Form A

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. Educational Experiences after Basic School**

Name & Location of Institution	Dates Attended	Degree/Diploma/Certificate

**Important:** In submitting this application, please attach copies of all relevant certificates, testimonials and exam results.

## **C. Work Experiences**

### **a. Experience/s**

Name of Institution	Address	Dates	Classes Taught

### **b. Non-Teaching Work Experience/s**

Name of Institution	Address	Dates	Position Held

**D. Personal Faith**

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):

- a) Describe your conversion experience and present spiritual relationship with the Lord Jesus Christ
- b) Which individuals or books have been most influential in your life, and why?
- c) What areas of your character are you currently seeking to further develop and improve?
- d) Please describe your long-term goals in life.
- e) Please describe your relationship with your local church, such as your 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 your favorite subject/aspect of teaching? Explain why:

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4. What uniqueness in teaching will you be bringing to Beacon School?

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## **F. Medical Information**

1. Please answer all questions truthfully with **Y** for Yes or **N** for No.

- Have you ever smoked tobacco/cigarettes? \_\_\_\_\_
- Have you ever taken any illegal drugs? \_\_\_\_\_
- Have you ever had a problem with alcohol? \_\_\_\_\_
- Have you ever been under psychiatric care? \_\_\_\_\_

If you answered Yes to any of the questions in section **F1**, please explain the circumstances which led to it:

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2. Have you ever had, or do you currently have any of the following conditions?

<b>Yes</b>	<b>No</b>	<b>Condition</b>
		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 **F2**, please comment on the problem and medications:

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3. Are you at present under a doctor's care for any condition? If so, please specify:

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4. FEMALES: Are you pregnant now or hoping to get pregnant within the coming year?

If yes, explain \_\_\_\_\_

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5. Next of kin to be contacted in case of emergency \_\_\_\_\_

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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: \_\_\_\_/\_\_\_\_/\_\_\_\_*

## **G. Very Important**

1. If applying for a teaching position, please explain what made you decide to become a teacher.

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2. How did you hear of Beacon School?

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3. What made you decide to apply to Beacon School? \_\_\_\_\_

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4. In what ways do you believe you can contribute to the ministry of Beacon School?

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5. Other Comments \_\_\_\_\_

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## **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 call 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

**To Applicant:** 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.

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1. How well do you know the applicant? Closely \_\_\_ Acquaintances \_\_\_ Casually \_\_\_
2. In what capacity have you known the applicant? \_\_\_\_\_
3. Please tick the appropriate boxes below and give us your comments:

	Superior	Above Average	Average	Below Average	Inferior
Initiative					
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:

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

Comments:

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5. What do you appreciate most about the applicant as a friend?

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6. Does s/he display high moral standards? Y/N Please explain

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7. What character traits does the applicant possess that enhanced his/her interpersonal relationships?

Please explain:

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8. Which areas of the applicant's personality would s/he need to improve in order to work more effectively in Beacon School?

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9. Overall, what do you consider to be the applicant's strong points? (Include special abilities)

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10. What do you consider to be the applicant's greatest weakness?

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11. Please comment on the applicant's family background:

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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. \_\_\_\_\_

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13. Would you recommend that the applicant be accepted to work with children at Beacon School?

Unreservedly, Yes\_\_\_      Yes With Some Reservation\_\_\_      Just No\_\_\_

Please explain:

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*I have known \_\_\_\_\_ for \_\_\_\_\_ years, and believe that s/he possesses the qualities indicated above.*

*Name* \_\_\_\_\_ *Signature* \_\_\_\_\_

*Occupation* \_\_\_\_\_ *Phone Number* \_\_\_\_\_

*Address* \_\_\_\_\_

# Former Employer or Teacher's Reference Form

**To Applicant:** 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 former employer or teacher 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?  
\_\_\_\_\_

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

	Superior	Above Average	Average	Below Average	Inferior
Initiative					
Concern for Others					
Social Adaptability					
Ability to Follow					
Leadership					
Decision-Making					
Emotional Stability					
Health					
Personal Appearance					

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Comments:

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5. What do you appreciate most about the applicant as a student or staff member?

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6. Does s/he display high moral standards? Y/N Please explain \_\_\_\_\_

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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:

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8. Which areas of the applicant's personality would s/he need to improve in order to work more effectively in Beacon School?

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9. Overall, what do you consider to be the applicant's strong points? (Include special abilities)

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10. What do you consider to be the applicant's greatest weakness? \_\_\_\_\_

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11. Please comment on the applicant's family background: \_\_\_\_\_

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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. \_\_\_\_\_

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13. Would you recommend that the applicant be accepted to work with children at Beacon School?

Unreservedly Yes \_\_\_      Yes With Some Reservation \_\_\_      No \_\_\_

Explain

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*I have known \_\_\_\_\_ for \_\_\_\_\_ years, and believe that s/he possesses the qualities indicated above.*

*Name \_\_\_\_\_ Signature \_\_\_\_\_*

*School/Organization \_\_\_\_\_ Position \_\_\_\_\_*

*Phone numbers \_\_\_\_\_*

# Pastor's Reference Form

**To Applicant:** 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 pastor/church leader 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 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? \_\_\_\_\_
3. Please tick the appropriate boxes below and give us your comments:

	Superior	Above Average	Average	Below Average	Inferior
Initiative					
Concern for Others					
Social Adaptability					
Ability to Follow					
Leadership					
Decision-Making					
Emotional Stability					
Health					
Personal Appearance					

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

11. Overall, what do you consider to be the applicant's strong points? (Include special abilities)

\_\_\_\_\_

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12. What do you consider to be the applicant's greatest weakness? \_\_\_\_\_

13. Please comment on the applicant's family background: \_\_\_\_\_

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14. 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. \_\_\_\_\_

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15. Would you recommend that the applicant be accepted to work with children at Beacon School?  
Unreservedly, Yes\_\_\_ Yes With Some Reservation\_\_\_ Just No\_\_\_

Explain

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*I have known \_\_\_\_\_ for \_\_\_\_\_ years, and believe that s/he possesses the qualities indicated above.*

*Name \_\_\_\_\_ Signature \_\_\_\_\_*

*Church \_\_\_\_\_ Role \_\_\_\_\_*

*Phone numbers \_\_\_\_\_*