**Applying for a role with us**

Kolej Tuanku Ja’afar (KTJ) is delighted to receive applications from candidates who feel they meet the requirements of the job. To apply, please complete the application form found with this document on the ‘Vacancies’ page of our website. **If you are applying for a teaching position, you will also need to provide a covering letter explaining your interest in KTJ and your suitability for the role.** To help you complete the application please read the guidance below. You can find out more about KTJ on our website.

Completed applications should be sent by email to [recruitment@ktj.edu.my](mailto:recruitment@ktj.edu.my).

Before completing our application form, please read through the guidance notes which follow. Please ensure that all parts of the application form are completed in full.

**Guidance for completing our application form**

**General points**

Applications will be assessed against the criteria listed in the person specification and your experience of carrying out work as detailed in the job description. We will also consider your motivation for applying to KTJ and how you believe your values fit with KTJ’s values.

* CVs or resumes alone will not be accepted. You must complete the application form.
* Make sure all sections are completed clearly and as fully as possible.
* Make sure your application relates to the person specification and job description.
* If you run out of space on the application form, you may use additional pages.
* Make sure your application form is returned by the closing date.
* Keep a copy of your application; it will be useful to refer to for preparation, if you are called for an interview.

**Personal details and references**

Please complete this section fully and clearly.

You will need to provide the name and contact details of **THREE** independent referees from whom KTJ will seek information regarding your suitability for this job. **ONE** of the referees must be your current or most recent employer. For teachers, **ONE** referee should be a member of the senior leadership team of your existing school and their reference should be co-signed by the Headteacher or Principal. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed to work with children. If you are a school or college leaver, please give the name of your head teacher or tutor. Alternatively, if you have had a part-time job, the person you worked for may be prepared to act as a referee.

Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.

It is advisable to contact your referees at an early stage to let them know that you wish to give their names and to ensure that they are willing to act as a referee.

If you are shortlisted, contact will be made with the referees you supply on the application form. If, however, you do not want us to contact a referee prior to the interview, please say so on the application form.

Please note that if you currently work in a school which is a member of the Association of International Malaysian Schools (AIMS), we are required to contact your current principal immediately, if we decide to short-list your application. It is therefore important that you advise your principal of your intention to apply at the time of making your application.

No offer of employment will be made until references that are satisfactory to KTJ are received.

**Storage of your personal data**

If you are successful in your job application, we have a legal requirement to keep your application form, personal information and all associated documentation both electronically and in paper files. We will not share your information with any third parties.

On leaving employment, your personal information and all associated documentation will be retained on file for at least seven years.

Our Personal Data Protection Notice can be found on our website in [English](https://www.ktj.edu.my/userfiles/ktjmvc/documents/01-about/pdp-employees-policy.pdf) and [Malay](https://www.ktj.edu.my/userfiles/ktjmvc/documents/01-about/notis-perlindungan-data-peribadi-pekerja-policy.pdf).

**Job / career history**

Please state your current or last employer’s name, address, telephone number and email address in full. Do not go into too much detail, but list the main activities of the job.

In the previous jobs’ section, please account for all the time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work and periods of unemployment or further study.

**Qualifications and training**

List the qualifications you possess indicating grades. In addition, list any formal, informal or on-the-job training you have received which you consider relevant to the post.

Some posts require the post holder to be able to drive. For this reason, you are asked to state whether or not you hold a current valid driving licence. Please complete this section fully.

**Personal statement**

Please note, this section is **for applications for administrative roles only.** For academic roles, this information should be captured in a covering letter, along with any other relevant information.

This section is designed to help us assess your fit for KTJ. Please complete it fully.

1. What interests you about this role and why have you decided to apply?

This is your opportunity to explain your motivation for the role and for KTJ. What interests or excites you about the position? What is prompting you to apply now?

1. What makes you suited to the role?

This is your opportunity to explain why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.

Consider what you have done in the past: at home; at school; at college; in paid work; unpaid work; or in a hobby. These may be useful to show how you meet the items on the person specification. For example, running a home can show skills such as organising or budgeting; while being active in a club or other groups can show teamwork, communication or organisational skills.

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

1. How do your personal values align with KTJ values?

Our values are very important to us at KTJ and we want to ensure that the people who come to work here share our values and the ethos behind them. In this section you should explain how you believe your values match ours. You may choose to provide examples which demonstrate this.

**Pre-employment Screening and Criminal Convictions**

We need to know if you are related to an employee of KTJ. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvas an employee to gain employment. This will disqualify your application.

**Signature**

Please do not forget to sign your application. If you are completing this form electronically, you will need to sign a copy of this form at the interview stage.

**Application for employment**

| **Position applied for** |  |
| --- | --- |

**Personal details**

| **Full name (including middle names) and title** |  |
| --- | --- |
| **Previous name(s)** |  |
| **Date of birth** |  |
| **IC/Passport number** |  |
| **Email address** |  |
| **Postal address** |  |
| **Contact phone number** |  |
| **Nationality** |  |

**References**

Please refer to the guidance section above for details about suitable referees.

| **Name** |  |  |  |
| --- | --- | --- | --- |
| **Occupation** |  |  |  |
| **Organisation** |  |  |  |
| **Address** |  |  |  |
| **Postcode** |  |  |  |
| **Telephone number** |  |  |  |
| **Email address** |  |  |  |
| **Relationship to applicant** |  |  |  |
| **Can we contact prior to interview?\*** |  |  |  |

\* If are currently working in a school which belongs to the Association of International Malaysian Schools (AIMS), we will contact your principal as soon as we make a decision to short-list your application. Please ensure your principal is aware that you are applying for the position.

**Job / career history**

**Current job**

| Job title: | |
| --- | --- |
| Name & address of employer: | Start Date:  Date left (if applicable): |
| Telephone number: | Current earnings: |
| Email address: | Notice period required: |
| Reason for leaving: | |
| Brief description of the job: | |

**Previous jobs**

List all jobs since leaving school including unpaid and voluntary work, **starting with the most recent**.

| Dates  (MM/YY) | | Employer name and address | Job or jobs held with employer | Reason for leaving |
| --- | --- | --- | --- | --- |
| From | To |  |  |  |
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| **Gaps in Employment** (if you have any gaps in your employment, please give reasons below) |
| --- |
|  |

**Qualifications and training**

| **Qualification** | **Type & level**  (High school, degree, post-graduate degree) | **Name of University/ Institute** | **Start Date**  (MM/YY) | **End Date** (MM/YY) |
| --- | --- | --- | --- | --- |
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| **Non-Qualification Courses & Further Training** | | |
| --- | --- | --- |
| Details | Start Date (MM/YY) | End Date (MM/YY) |
|  |  |  |
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|  |  |  |
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**Are you a member of any Professional Body?** (please give details)

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| --- |

**Personal statement**

For non-teaching roles. Applicants for teaching roles should address these questions in their covering letter.

**What interests you about this position and why have you decided to apply?**

|  |
| --- |

**What makes you suited to this role?**

|  |
| --- |

**How do your personal values align with KTJ values?**

|  |
| --- |

**Pre-employment screening and criminal convictions**

At KTJ we conduct pre-employment checks, which include criminal records screening and Malaysian anti-corruption screening. Applicants are requested to declare any convictions and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action.

|  | **Yes** | **No** |
| --- | --- | --- |
| **Have you been at any time administered a caution by the police, taken into the police custody, recorded any statement during a custodial interrogation, detained, imprisoned, arrested, charged in any Court or released on bail.** |  |  |
| **Have you ever been convicted of a criminal offence by a Court of Law?** |  |  |

If you have answered yes to either of the above questions, should you proceed to interview, we will ask you to provide details confidentially.

**Driving & mobility**

| **Do you hold a current driving licence?** | Yes / No |
| --- | --- |
| **Do you hold a PSV/GDL or other specialist licence?** | Yes / No |
| **Please specify** |  |

| **Are you related to any employee, Trustee or Governor of KTJ?** | Yes / No / Unsure |
| --- | --- |
| **If applicable, please state his/her name(s) & the relationship** |  |

**Declarations**

**General**

| I declare that the information on this application form is full, accurate & complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or my dismissal, without notice, if I have been appointed.  I have read the Personal Data Protection information provided with this application form and confirm that I understand how my information will be stored and used.  I understand that it is a requirement of the Malaysian Government that all staff working in schools must be fully vaccinated against Covid-19. I confirm that I am fully vaccinated against Covid-19 or will be fully vaccinated by the proposed start date of the post. |
| --- |
| Signed: Date: |

**Safeguarding**

| I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with vulnerable groups, children or young people * I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority or other regulatory body. |
| --- |
| Signed: Date: |

**Please return completed form to:**

[**recruitment@ktj.edu.my**](mailto:recruitment@ktj.edu.my)