



Myanmar International School Yangon (MISY)
(Campuses in Yangon and Mandalay)

How to Apply for a Teaching Position

Child protection

The following statement must be included in your application, either as part of your letter of application or as a separate sheet, and must be signed. A scanned signature is acceptable at this point in the application process.

"I confirm that I have not been convicted of any criminal offences or been involved in any disciplinary proceedings that have led to me being barred from working with school aged children."

Please note that all successful applicants will be required to have an up to date police clearance from the country in which they are currently working.

Required information

Applicants should send a detailed curriculum vitae (CV) and a letter of application. Each of these documents should be no longer than two sides of A4.

CV

This should include the names and contact details of three professional referees. One of these referees must be your current Principal and another should be your previous Principal / Line Manager, (the third referee is at your own discretion). Please ensure there are no chronological 'gaps' in your CV.

Letter of application

This should clearly state which position you are applying for; which campus you are applying to work at (Yangon or Mandalay); why you want to work at MISY; and how your experience and skills make you suitable for employment at the school. Extra materials such as open testimonials / references, photos, portfolios etc. may also be sent if you wish.

In order to give yourself the best chance of obtaining an interview please make sure that your CV and letter of application contain all the information shown on page two.

Passport style photo

Please include a passport style photograph in your CV or letter of application.

Personal information

- Full name.
- Nationality.
- Date of birth.
- Marital / partnership status.
- Name of spouse / partner and any accompanying children.
- Whether or not your spouse / partner / children will accompany you.

Qualifications

- Name and class of each degree completed.
- Dates of study for each degree.
- Name of institution awarding each degree.
- Name and grades / scores of final qualifications gained at school e.g.
 - A levels,
 - IB Diploma,
 - Pre-university qualifications from other education systems.
- Details of any additional qualifications (first aid / sports coaching / International Award leader etc.).

Experience etc.

- Names and addresses of all schools where you have previously taught.
- Subjects / age levels taught at each school.
- INSET / training undertaken in the last five years.
- Date available to commence work if appointed.
- Last date to give required notice to current employer.
- Extra-curricular activities you can offer.
- Personal interests / hobbies / sports.

Sending your application

Please send your application by email to recruitment@misyedu.org. Further information about the interview and appointment process will be sent to short-listed applicants.

Please note that applications which do not satisfy the requirements stated in this document will not be considered for short listing; so please double check that you have sent everything that we have asked for.

Thank you very much for the time and effort you have spent writing and sending your application, however please note that we will contact candidates only if they are selected for short listing.

David Wakefield
Head of School
December 28th 2017