



## ROBERT COLLEGE

Kuruçeşme Cad. No: 87 Arnavutköy – İstanbul 34345 Turkey  
Phone (+90 212) 359 2222 - Fax (+90 212) 257 5443  
www.robcol.k12.tr

# APPLICATION FORM NON-ACADEMIC POSITIONS

**Photo (upload)**

### CANDIDATE CONTACT INFORMATION

Present Address (valid until)			
Permanent Address			
E-mail Address		Skype	
Home Phone		Cell Phone	

### POSITION APPLIED

Job Title	
Date Available to Start Work	

### PERSONAL INFORMATION

Last Name		First and Middle Name	
Gender		Marital Status	
Nationality (Other citizenships if applicable)		Military Service Completed?	Yes ( ) No ( )
Date of Birth (day/month/year)		Place/Country of Birth	

Have you ever changed your name / last name? If yes, please give details.

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Spouse		Children	
Full Name		Full Name(s)	Date of Birth
Place/Country of Birth			
Nationality			

## EDUCATIONAL HISTORY

Universities / Colleges Attended (name and location)	Degrees with Field of Study / GPA or Distinction	Dates (month and year / from-to)

Secondary Schools Attended (name and location)	Type (public, private)	Dates (month and year / from-to)

## OTHER QUALIFICATIONS / TRAINING / CERTIFICATES

Institution / Awarded by (name and location)	Qualification / Field (with subjects)	Dates (month and year / from-to)

## EMPLOYMENT HISTORY

### Present Employment

Employer's Name		Employer's Address	
Position (s) Held			
Beginning Date (day/month/year)		Supervisor's E-mail	
Supervisor		Supervisor's Phone	
Present Salary (optional)		Supervisor's Fax	
Brief Description of Duties			
Reason for Leaving			

Notice Period Required	
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**Previous Employment Record** (Please begin with the most recent employment first.)

Employer's Name and Address (please include name, title and e-mail of supervisor)	Details of Position (s) Held	Dates (month and year -- from-to)

Please indicated if there are any gaps in your work history:

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**REFERENCES**

Please give the names and addresses of three professional referees including current and previous supervisors to be contacted in the final stage of the recruitment process. New graduates may also provide a professor as one of their referees. If currently or recently coming from a school setting, the Head of School will also be contacted for a reference check.

Full Name		Phone	
E-mail		Fax	
Address			
Position			

Full Name		Phone	
E-mail		Fax	
Address			
Position			

Full Name		Phone	
E-mail		Fax	
Address			

Position	
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### SKILLS and INTERESTS

Interests / Activities you can offer:

Languages and Level of Fluency:

### OTHER QUESTIONS

Have you worked at Robert College before? Yes / No:

If yes:

When?

Position Held:

Have you applied to Robert College before? Yes / No:

If yes, when and for which position?:

How did you find out about this position?

### HEALTH

Health-related questions are mandatory for employment in Turkey. All applicants are required to have a medical check, subsequent to the offer of employment.

General State of Health (Please list any recent or chronic illness or indicate if you are currently under medical treatment or ongoing physical or mental health conditions.):

Total number of sick days taken during the past five years:

### BACKGROUND

Have you ever been arrested, prosecuted, or convicted of a criminal offence (felony) in any country? If yes, please give details.

Have you been prevented or banned from working with children? If yes, please give details.

Has anyone ever raised a concern regarding your behaviour towards children? If yes, please give details.

**STATEMENT in SUPPORT of THIS APPLICATION:**

Please write in the box below in maximum 500 words why you have applied to Robert College, which skills and abilities qualify you for the position you have applied for, what would you hope to gain personally and professionally and goals for future career. Or you may instead copy your letter of intent.

**ACKNOWLEDGEMENT and AUTHORIZATION**

- I certify that all answers given herein are true and complete to the best of my knowledge.
  
- As a condition of application/employment, I authorize investigation of all statements contained in this application. I understand that RC’s decision will be based solely on non-discriminatory considerations and that misrepresentation or omission of facts called for is just cause for rejection of my application or dismissal.
  
- I understand that aligned with international child protection standards, Robert College is committed to the safeguarding of children and the recruitment process includes a rigorous child protection element and detailed background checks.
  
- I understand that Robert College follows the rules and regulations of Data Protection Act and Privacy Statement and my application will be held on file for 1 (one) year after the end of the relevant recruitment process.
  
- I understand that even if I am offered the job, official employment at Robert College is contingent upon receiving final approval from the Turkish officials and completion of reference checks.

Signature \_\_\_\_\_

Date \_\_\_\_\_