



**THE INTERNATIONAL SCHOOL OF DAKAR**

c/o Management Officer for ISD  
2130 Dakar Place  
Department of State  
Washington, D.C. 20521-2130

B.P. 5136 Dakar, Senegal  
Tel. : (221) 33-825-0871 / 33-860-2332  
Fax : (221) 33-825-5030  
Email : admin\_isd@orange.sn  
Website : [www.isdakar.org](http://www.isdakar.org)

**APPLICATION FOR EMPLOYMENT**

POSITION: \_\_\_\_\_

**I. PERSONAL DATA**

A. Mr. Mrs. Miss Ms. (Circle one)

\_\_\_\_\_  
Last Name First Name Middle Maiden

B. PRESENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_ EMERGENCY CONTACT \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

C. PROBABLE DATE OF DEPARTURE FROM SENEGAL \_\_\_\_\_

D. BIRTH PLACE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

NATIONALITY \_\_\_\_\_

E. HEALTH \_\_\_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_

F. MARITAL STATUS \_\_\_\_\_ NO. OF CHILDREN \_\_\_\_\_

AGES \_\_\_\_\_

G. NAME OF SPOUSE \_\_\_\_\_

TITLE OR RANK \_\_\_\_\_

EMPLOYER OR SPONSORING AGENCY \_\_\_\_\_

PHONE \_\_\_\_\_

**II. EDUCATION**

A. SECONDARY SCHOOL: Name: \_\_\_\_\_

LOCATION \_\_\_\_\_ YEAR GRADUATED \_\_\_\_\_

B. INSTITUTIONS OF HIGHER LEARNING

Dates of attendance \_\_\_\_\_ College or University \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_ Semester Units \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. TRADE SCHOOL OR SPECIAL TRAINING

Dates of attendance \_\_\_\_\_ Name of Institution \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate(s)/and or License(s) held \_\_\_\_\_ Place of Issue \_\_\_\_\_ Date of Expiration \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. OFFICE SKILLS

Typing: Words per minute \_\_\_\_\_ Shorthand: Words per minute \_\_\_\_\_

Bookkeeping \_\_\_\_\_ Other \_\_\_\_\_

E. I speak and read the following languages:

\_\_\_\_\_

**III. PROFESSIONAL EXPERIENCE**

(List most recent experience last)

DATE OF EMPLOYMENT (month, year)

from \_\_\_\_\_ to \_\_\_\_\_

Exact title of position \_\_\_\_\_

Kind of business or organization \_\_\_\_\_

Place of employment: City \_\_\_\_\_ State \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

Description of duties, responsibilities and accomplishments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF EMPLOYMENT (month, year)

from \_\_\_\_\_ to \_\_\_\_\_

Exact title of position \_\_\_\_\_

Kind of business or organization \_\_\_\_\_

Place of employment: City \_\_\_\_\_ State \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

Description of duties, responsibilities and accomplishments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IV. REFERENCES

List two persons who are not related to you and have a definite knowledge of your qualifications and fitness for the position for which you are applying.

Full Name \_\_\_\_\_

Present Business or Home Address \_\_\_\_\_

\_\_\_\_\_

Business or Occupation \_\_\_\_\_

Full Name \_\_\_\_\_

Present Business or Home Address \_\_\_\_\_

\_\_\_\_\_

Business or Occupation \_\_\_\_\_

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I certify that the above information is accurate to the best of my knowledge and belief.

Note: A personal interview is required prior to employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_