



MOUNTAIN VIEW ACADEMY

Kilgoris, Narok County, Kenya

"Inspiring Greatness"

www.mountainview.ke

TEACHER EMPLOYMENT APPLICATION FORM

Confidential – For Official Use Only

IMPORTANT INSTRUCTIONS

Please complete all sections accurately and legibly. Incomplete applications will not be considered. Attach certified copies of all academic and professional certificates. Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted. Return completed forms to: The Principal, Mountain View Academy, P.O. Box —, Kilgoris, Narok County, or via the school website.

1. PERSONAL INFORMATION

Surname *	First Name *	Other Names
Date of Birth *	Gender * (M / F / Other)	Nationality *
National ID / Passport No. *	KRA PIN	TSC Registration No. *
Religion	Marital Status	Number of Dependants



PASSPORT PHOTO

Recent colour photograph
(2 copies required)

2. CONTACT DETAILS

Phone Number (Primary) *	Phone Number (Alternative)
Email Address *	Postal Address

County of Residence *

Sub-County / Town

Ward / Village

Nearest Secondary School

3. POSITION APPLIED FOR

Level of Teaching *

Type of Employment *

Pre-Primary / Lower Primary / Upper Primary / Junior Secondary / Senior Secondary

Main Teaching Subject(s) *

Subsidiary Subject(s)

Earliest Available Start Date *

Expected Gross Salary (KES / Month)

Additional Roles You Can Take On (Tick all that apply):

- | | |
|--|---|
| ☐ Class Teacher / Form Tutor | ☐ Head of Department |
| ☐ Games & Sports Coach | ☐ Drama / Music Teacher |
| ☐ ICT & Computer Lab Supervisor | ☐ School Counsellor |
| ☐ Dormitory Matron / Master | ☐ Patron of Student Club / Society |
| ☐ First Aid Officer | ☐ Environmental Club Patron |

4. ACADEMIC QUALIFICATIONS

List qualifications starting with the most recent. Attach certified copies of all certificates.

Institution / University	Qualification	Field of Study	From	To	Grade / GPA

KCSE Index Number

KCSE Year

KCSE Overall Grade *

KCSE School

5. PROFESSIONAL & TEACHING QUALIFICATIONS

TSC Certificate Type * (P1 / S1 / DPTE / Other)

TSC Certificate Number *

Other Professional Certifications

Professional Memberships

6. WORK EXPERIENCE

Begin with your most recent employer. Attach copies of certificates of service where available.

School / Institution	Position Held	Subjects Taught	From	To	Reason for Leaving	Referee Phone

Total Years of Teaching Experience *

Previously Taught in a Boarding School? (Yes / No)

7. SKILLS, COMPETENCIES & EXTRA-CURRICULAR ACTIVITIES

ICT / Computer Skills (Tick all that apply):

☐ Microsoft Office Suite☐ E-learning / LMS Platforms☐ School ERP / SMS Software☐ Google Workspace☐ KNEC Online Portal☐ Graphic Design Tools

Languages Spoken (Tick and indicate proficiency level):

☐ English — Level: _____☐ French — Level: _____☐ Kiswahili — Level: _____☐ German — Level: _____

☐ Mandarin Chinese — Level: _____

☐ Other: _____

Sports / Co-curricular Activities You Can Coach or Lead

Research / Publications — Title, Journal / Publisher, Year

8. REFEREES

Provide three referees — at least two must be professional (e.g. former headteacher or employer). Referees should not be relatives.

REFEREE 1	REFEREE 2	REFEREE 3
Full Name *	Full Name *	Full Name *
Designation / Title	Designation / Title	Designation / Title
Institution / Organisation	Institution / Organisation	Institution / Organisation
Phone Number *	Phone Number *	Phone Number *
Email Address	Email Address	Email Address
Relationship to Applicant	Relationship to Applicant	Relationship to Applicant

9. PERSONAL STATEMENT

Why do you want to teach at Mountain View Academy? * (Hint: Align your answer with our motto, “Inspiring Greatness”)

Describe your teaching philosophy and approach to student learning *

Describe a significant achievement in your teaching career

Any other information you wish to bring to our attention?

10. DOCUMENTS SUBMISSION CHECKLIST

Tick all documents you are attaching. All certified copies must bear an original commissioner for oaths stamp.

- | | |
|---|---|
| ☐ Completed Application Form | ☐ Curriculum Vitae (CV) |
| ☐ Copy of National ID / Passport | ☐ Degree / Diploma Certificate(s) |
| ☐ KCSE / KCSLE Certificate | ☐ TSC Certificate (certified copy) |
| ☐ Certificate(s) of Service | ☐ Recent Passport Photographs (×2) |
| ☐ Letter of Good Conduct (DCI) | ☐ KRA PIN Certificate |
| ☐ NHIF Card / Certificate | ☐ NSSF Card / Certificate |

11. DECLARATION BY APPLICANT

I, the undersigned, declare that the information provided in this application form is true, accurate, and complete to the best of my knowledge and belief. I understand that any misrepresentation or omission of facts may result in the immediate disqualification of my application or, if discovered after appointment, termination of my employment without notice. I consent to Mountain View Academy verifying any information provided herein, including contacting previous employers and referees. I have read and understood the terms and conditions of this application.

Applicant's Signature *

Date *

FOR OFFICE USE ONLY

Date Received	Application Ref. No.	Received by (Name)	Signature
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Shortlisted? (Yes / No)	Interview Date	Interview Score	Final Outcome