



Silver Oaks Schools & College

Candidate Application Form for Employment

For the post of: _____

Name: _____ Marital Status: _____

Father's / Spouse's Name: _____ Profession: _____

Date of Birth: _____ CNIC: _____

Home Address: _____ Home Contact: _____

Mobile No: _____ Email Address: _____

Academic Record

#	Qualification	Year of Passing	School/College/University	Major Subjects	Marks Obtained	Grade
1	Matriculation					
2	F.A. / F.Sc.					
3	B.A. / B.Sc.					
4	M.A. / M.Sc.					
5	M.Ed. / B.Ed.					
6	Others					

Teaching Experience (Most recent one first)

#	From	To	Institution	Subjects Taught	Grade/s	Salary
1						
2						
3						
4						

Other Experience

#	From	To	Organization	Designation
1				
2				
3				

Other Skills

#	Special Skills / Talent
1	
2	
3	

References

#	Name	Organization	Email Address	Contact No	Intention to pursue further studies
1					If YES, Degree / Qualification? When?
2					
3					

Silver Oaks Schools & College, as an Institution, has well established & tested principles and policies for its employees, the understanding & acceptance of which are an integral part of the candidate's application. Please read these policies, given herein (pages 2-4), in thorough detail, before signing the application.



OVER 100 YEARS' OF HERITAGE IN EDUCATION

**DEVELOPING ENLIGHTENED LEADERSHIP & MAKING A DIFFERENCE
INTEGRITY - COURAGE - RESPECT - CREATIVITY - OPTIMISM**



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FREQUENTLY ASKED QUESTIONS

1. What is my key role as a TEAM MEMBER?

Your key role is to learn. Your goal should be to put your best foot forward, and an open hard working attitude will get you a long way. It is your responsibility to ask questions.

2. How do I know what my manager expects of me?

The best thing you can do is to have a conversation about this, the very first time you meet with your manager. It is best to establish expectations around frequency of your meetings, what type of meetings you will have, and goals for the year.

3. Where & when do I pick up my first salary?

You need to open your account at Bank Al-Habib to get your salary deposited. Salary disbursement takes place on 10th working day of the month. If you joined after 20th, your combined salary will be paid on the 10th of the month-after next.

4. When would I be eligible for the increment?

Your salary will remain fixed for the full Academic year (12 months). You will be eligible for a performance based increment, at the sole discretion of the institution and subject to your annual performance evaluation, in month 13 of your employment.

5. How long is the probation period?

The position is contractual, for the period of six months, subject to confirmation after successfully completing probation period in which you have to pass accreditation (after 3 months) & validation (after 6 months).

6. Is it mandatory to complete an academic session; what if I will leave in the middle of the session?

Yes it is mandatory. If you quit without completing the Academic year, you will not be entitled to any settlement: Neither the experience letter of incomplete year to be issued nor security will be refunded or pay be given for worked days of the quitting month. If termination notice is a result of "disciplinary proceedings", the employee will ONLY be entitled to pay for days served BUT NO SECURITY REFUND. The policy is in place to protect the interest of YOUR children in school as the students inevitably suffer by change in teachers.

7. How much security will be deducted from my salary?

ONE SALARY will be deducted from 1st THREE salaries as a security.

8. Do I need to follow a dress code?

Yes! Dress smartly, formally and look well groomed at all times. Large ear-rings, open (slipper) sandals, face covering veil, skirts and sleeveless (exposing) shirts are not allowed.

9. Can I take personal leave?

Yes! Applicable, without DEDUCTION, after completion of probation period; 6 full days (2 each term); 3 short/part leaves i.e. 2 hrs or less (1 each term) and 2 Half Days (up to 3 hours). However, each missed day from work will impact the entire team at the campus as well as your students. Therefore, leave, should be taken in extremely critical circumstances.

10. What if I arrive late at work?

Late arrival i.e. 5 minutes past start time is considered unauthorized absence; 3rd late arrival in a term will be taken as one day for pay deduction. Think about late arrival this way – in class of 24 students, if you waste 5 minutes by being late, you have wasted 24X5 = 120 minutes or 2 hours!

11. How do I view benefits, vacation, or other information related to my job?

Kindly go through "Rules Of Engagement". These were given here. Read them carefully, and understand the terms of employment. In case you have a question, clarify from the interviewer.

12. Are there any scheduled holidays?

Yes, holidays' schedule is as follows: (1) Leadership Team & Senior School Teachers: 5 Weeks during Summer & Winter Holidays – no spring holidays; (2) Junior School Teachers: 6 Weeks during Summer & Winter Holidays – no spring holidays.

Note: Summer Holiday JULY Pay is WITH-HELD, as encouragement / motivation for completing the academic year and is released ON March 10, the following year.

13. What is the notice period of personal leave?

With the exception of personal medical emergency, personal leave request must be made at least 3 days in advance. Any deviation, if necessary, to be approved by: (a) Relevant Head Teacher & Director Academics for Academic Staff; (b) Head of HR for Administrative Staff. All deviations to be advised in writing via email to the Registrar for leave record.

Staff Category	Deduction for the first 10 days
Leadership Team	per day salary + Penalty (750)
Teachers	per day salary + Penalty (500)
Assistant Teachers	per day salary + Penalty (300)
Support Staff	per day salary + Penalty (100)



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14. Is there any block out period for personal leave? Associated penalties?

BLOCK-OUT period for personal leave: (a) End of year school break (end-February to end-March); (b) First two and last two weeks of every term; (c) Examination / Assessment days. **Conditions:** (1) Personal leave taken on Friday or Monday will be counted as 2-days; (2) If a staff member takes last-day before a long break or first day after a long-break as a holiday, unless PRE-APPROVED, the ENTIRE HOLIDAY PERIOD WILL BE TAKEN AS UNPAID LEAVE; (2) Forced public holiday, combining with staff leave, is NOT considered as long leave

- **Deduction:** In case of absence in black-out period or after Personal Emergency Leave is utilized;
- For staff under contractual employment, deduction will be based on per day salary, with 30 days counted in a working month;
- If a staff member is absent on the first day after annual leave / national holidays / personal leave period, **the entire holiday period will be treated as unpaid leave.** The purpose of this policy is to deter adding days to the holiday period that will invariably impact the team / students. Any special circumstances, in exceptional cases, leading to the need for adding a holiday to a long break will be jointly approved, following a written application by the employee and supported by your line manager, by relevant IMC Member & Head of HR and the written decision would be advised to the employee.
- **Ceiling & Impact:** In case of Emergency or Personal Leave of more than **10 days** (excluding approved maternity / compassionate leave) in an academic year, your job continuation owing to lack of commitment will be considered. The organization recognizes emergencies and has kept a generous provision for paid personal leave & short leave. However, absence above that level **MUST** be penalized as it gives a clear signal of your lack of commitment to children.
- Similarly, 100% attendance is an **EXEMPLARY BEHAVIOUR AND IS REWARDED.**

15. What is the policy regarding Maternity/Paternity/Marriage/Compassionate Leave?

- **With Pay** – for Permanent Staff, after confirmation and following completion of 1 FULL year of Service (6 Weeks). Combined pay release after one month of rejoining.
- If the staff member is getting married she will receive two working weeks i.e. 10 working days of paid leave.
- **Compassionate Leave** – in the unfortunate event of a death in the first family, one working week, paid leave will be granted. Immediate family constitutes: (1) Siblings; (2) Parents; (3) Children; (4) Parents-in-law; (5) Siblings-in-law.

16. What are the rules related to fee for staff children at Silver Oaks School?

- Applicable **ONLY** after completing **ONE YEAR** (not probation period);
- Admission test must be cleared for commencement; promotion of the child mandatory for continuation of the privilege;
- Annual charges are **NOT** waived / discounted for **ANYONE** – no deviations.
- **DIFFERENT LEVEL OF FACILITY IS EXTENDED TO LEADERSHIP TEAM; JUNIOR & MIDDLE SCHOOL TEACHERS & SECONDARY/HIGH-SCHOOL TEACHERS, WHICH WILL BE MADE AVAILABLE BY HR ON REQUEST.**

17. What are the official working hours? Occasionally, we will need to serve longer hours.

Junior School Teaching Staff (Pre/Primary/Middle): Mon-Thu (7.20-2.30); Friday (7.20-1.30)

One Saturday will be working in a month, for training & workshops: 8:00am to 3pm

Secondary / O-Levels Teaching Staff: Same work hours but Six days in a week (Teachers of Grades 8-10) working and one Saturday off in a month.

Leadership Team (unless special work hours are contracted): Mon-Thu (7.20-3.15); Fri (7.20-1.30); Sat (8-3) One Saturday in a month will be off – to be agreed with Line Manager.

18. What are: Induction, Confirmation, Disciplinary & Termination Processes?

- **INDUCTION PROCESS:** (a) Campus Based Assessment (1-day); (b) Organizational Pre-Service Training & Assessment (5 Days) & verification of papers; (c) Contract Issuance or Regret (Day 6).
- **CONFIRMATION PROCESS:** (a) 3-month observation & CPD I period for 1st Accreditation after testing; (one formal review); followed by (b) 3-month development & CPD II period for Validation & Confirmation; (c) If accreditation or validation testing is not passed, ONE extra month may be granted by the Functional Head. (c) Employees will remain contractual during the probation period (6 months), subject to permanent employment confirmation (or termination) at the end of contractual period.
- **DISCIPLINARY PROCEEDINGS:** Disciplinary proceedings may be initiated on account of the following:
Breach of the Code of Conduct*;
Misrepresentation of facts / information pertaining to personal / academic details or undertaking an activity that leads to conflict of interest;
Excessive (over 10 days) personal leave above the allowed period or leave without notice;
Any explicit or implicit action contrary to "Oakian Values";
Any action that leads to reputational risk for the institution or is a breach of confidentiality.

DISCIPLINARY HEARING PROCESS

On a disciplinary breach, proceeding will be immediately initiated on Head of HR receiving the information from the reporting employee:

- 3-member disciplinary committee (Functional Head / EMC Line Manager / Director HR) will give a hearing to the employee;



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- On finding the facts, the Committee, through Head of HR, will take one of the 3 actions: (a) Find that no breach has taken place and excuse the employee; (b) Decide to issue a verbal warning on the spot or to issue a formal written warning; (c) Recommend termination for MD's approval.
- If two warnings, written or verbal have been already given to an employee by the Disciplinary committee, third appearance is an AUTOMATIC termination.

19. What is the Exit Process?

Exit Process, for all employees leaving the organization, is as under:

- Employee will inform the Line Manager, who will advise the Functional Head;
- Functional Head / IMC Member will speak with the employee, establish if the employee wants to leave and then inform Head of HR to arrange an exit interview;
- If the exiting staff member for some reason cannot attend the face-to-face exit interview, it will be conducted over the phone by Head of HR, using the Exit Interview Form; Exit Interview Form, signed by relevant IMC Member & Head of HR, will be given to Registrar for entering the exit reasons in the record AND TO NOTE IF THE EMPLOYEE WILL EVER BE ELIGIBLE TO RE-JOIN, issuance of any certificates / letters & advising Finance for final settlement.

20. What is the Code of Conduct*?

The following code of conduct is applicable to all teaching & administrative staff:

Behavior with Students

- Students must never be "physically" handled for punishment or in the disciplining process and the responsible person will be asked for an explanation letter. It is a Level 1 offense and can result in immediate termination. Additionally, special care must be taken in the selection of words while communicating i.e. children should not be subjected to verbal abuse or emotional de-grading e.g. NO SHOUTING; DISCIPLINE AND ABUSE ARE MUTUALLY EXCLUSIVE.
- Students must never be asked to carry books to/from staff room or run errands or 'fetch' things i.e. dusters, pointers or markers etc. Peons are available for this purpose. However, teachers are responsible for carrying notebooks and peons cannot be used for this purpose. ANY VIOLATION OF THIS CODE WILL BE TREATED AS A LEVEL 1 OFFENSE FOR DISCIPLINARY PROCEEDINGS.

Manners & Courtesy

- 'Please', 'Excuse Me' 'Thank You', 'Sorry' & 'Pardon me' must be integral part of the conversation etiquette amongst colleagues and with students. Teachers and students must also observe proper eating manners at break times that includes use of napkins, washing hands, meal time prayer and throwing garbage in the bins;
- Students should be reminded to follow the washroom manners properly when they take leave to use washrooms;
- Students should be encouraged to stop and greet teachers or parents if they come across someone while around the school;
- Anything to be passed across must always be handed over or physically kept. Staff/Students must not sit on tables or throw things/books/registers/note books/diaries;
- Students / Teachers / Peons / Sweepers should all be encouraged to use "LOST & FOUND" box in Administrator's office & deposit anything found in that box;
- Teachers MUST not enter the classes when they do not have a class there, as it creates disturbance. If going into a class is ABSOLUTELY necessary to speak to the teacher taking the class, YOU MUST KNOCK AND CALL THE TEACHER OUTSIDE!

Continuous Coaching

- All staff members, irrespective of being a teacher of a student, are 'coaches' for all students in the institution. Conversely, students must be checked on breaking lines, shabby uniforms, untidy grooming, unpolished shoes, violent behavior and language, whenever indiscipline is witnessed. "Bullying" should be immediately stopped and bullies must be warned by the observer. AS A RULE, NO STUDENT SHOULD BE OUTSIDE THE CLASS EXCEPT IN BREAKS, GAMES/PE PERIODS OR FOR BATHROOM BREAK.

Language

- English is the ONLY language to be spoken within school premises with the exception of Urdu & Islamic Studies CLASSROOM teaching sessions but instructions should be given in English only.
- All staff must ONLY converse in English amongst themselves or with students. The only exception is conversation with Peons & Maids.

21. Why do we have so many rules & policies?

Please go through the vision, mission, values & teaching methodology given on the website. It would be clear that the institution's decision making process squarely revolves around "what is best for children" and the policies and procedures ensure that.

I have read and understood the rules & policies and recognize that being honest with my job, working hard and demonstrating eagerness to learn and grow will be the ONLY criteria used for assessing performance, for promotions and for increments.

Applicant Name: _____ Signature: _____ Date: _____



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