MERIDIAN
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School Registration & Recruitment

Recruitment request form for schools and education providers

A. School Information

Name of School

School Website

Country

City

School Address

Type of School:

☐ Private ☐ International ☐ Public ☐ Other

Curriculum Followed:

☐ British ☐ American ☐ IB ☐ CAPS ☐ Other

B. Contact Person

Full Name

Position / Job Title

Email Address

Contact Number (including country code)

Preferred Method of Communication:

☐ Email ☐ WhatsApp ☐ Telephone ☐ Online Meeting

C. Recruitment Requirements

What type of recruitment assistance do you require?

☐ Permanent Positions ☐ Temporary Positions ☐ Substitute Teachers

☐ Maternity Cover ☐ Multiple Vacancies ☐ Other

If other, please specify:

Number of teachers required:

Teaching Positions Available:

Position / Subject	Grade / Phase	Number of Vacancies

Preferred Teacher Qualifications:

Minimum Years of Experience:

Is International Experience Required? ☐ Yes ☐ No

Preferred Qualifications / Notes:

School Registration & Recruitment

Employment details, recruitment process and agreement

D. Employment Details

Expected Starting Date:

Contract Duration:

☐ One Academic Year ☐ Two Years

☐ Three Academic Years ☐ Permanent

Salary Range / Package:

Does the School Provide Accommodation?

☐ Yes ☐ No ☐ Allowance

Visa and Work Permit Sponsorship?

☐ Yes ☐ No

Are Flights Provided?

☐ Yes ☐ No

Other:

Additional Benefits:

E. Recruitment Process

How would you prefer to interview candidates?

☐ Online ☐ In-Person ☐ Both

Who will conduct interviews?

Recruitment Timeline:

F. Additional Information

Please provide any other information that will help us understand your recruitment needs.

G. Recruitment Agreement

Would you be willing to enter into a formal recruitment agreement?

☐ Yes ☐ No

H. Declaration and Consent

I confirm that I am authorised to submit this request on behalf of the school.

Name: Position:

Signature: Date: