

## CLC Teacher Application:

**How to use:** The following forms have to be completed by each CLC teacher and enclosed to the request letter of the CLC registration when the request letter is submitted to DoE and PoE. Each form has to be made into 3 copies.

<b>Kingdom of Cambodia</b> <b>Nation Religion King</b> <b>ព្រះរាជាណាចក្រកម្ពុជា</b>	
<b>Department of Education, Youth and Sport Province: ...Prey Veng...</b> <b>Office of Education, Youth and Sport, District: ...Svay Antor...</b>	
<b>NFE Contracted Teacher Application</b> <b>Program: ...Sewing...</b>	
Name: ..... (Latin): ..... Sex: ....., Nationality: ..... Date of birth: ..... Place of birth Village: ....., Commune/Sangkat: ..... District/Khan/Town: ....., Capital/Province: ....., currently works as <input type="checkbox"/> Retired teacher/ <input type="checkbox"/> On service teacher at (school) ...../ <input type="checkbox"/> Community member/ <input type="checkbox"/> technician at (village)..... Commune/Sangkat: ....., District/Khan/Town: ....., Capital/province: ....., Tel: .....	
<b>To</b> <b>Director of Provincial Department of Education, Youth and Sport Province: .....</b>	
<b>Through:</b>	- <input type="checkbox"/> Director of Community Learning Center..... - <input type="checkbox"/> School principal ..... - Commune/Sangkat NFE Officer ..... - Director of District Office of Education, Youth and Sport .....
<b>Objective:</b>	Apply for Contracted NFE Teacher on program ....., Year ..... For grade....., Year ....., Duration ..... months.
<b>Please attach</b>	
- Personal Background with photo (4 x 6) ..... 3 copies - Employment Contract..... 3 copies - Certificate of education/vocational training/training ..... 3 copies - Students list ..... 3 copies	
Please accept my deepest and sincere respect.	
..... Date: ..... Signature/Thumbprint	
Seen and agreed Sent to Director of District/ Khan/Town of Education, Youth and Sport for checking and approve. .....Date: ..... <b>Commune/Sangkat NFE Officer</b>	Seen and agreed Sent to Commune/ Sangkat NFE Officer for checking and approving. .....Date: ..... <b>Commune/Sangkat NFE Officer</b>
Seen and agreed .....Date: ..... <b>Provincial Department Director of Education, Youth and Sport</b>	Seen and agreed Sent to Provincial Department Director of Education, Youth and Sport for checking and approving .....Date: ..... <b>District Office Director of Education, Youth and Sport</b>
<div style="border: 2px solid orange; display: inline-block; padding: 5px 20px;"><b>Unofficial Translation</b></div>	

### Summary Personal Background

#### A. Personal Information

- Surname and first name : ....., (Latin): ....., Sex: ....., Nationality: .....
- Date of birth : .....
- Place of birth : Village: ....., Commune/Sangkat: ....., District/Khan/Town: .....  
Province: .....
- Level of Education : .....
- Level of training : .....
- Foreign Language : .....
- Other skill : .....
- Khmer ID Card No. : .....

#### B. Family Information

- Family status : Single ☐ Married ☐ Widow/Widower ☐
- Spouse's name: ..... Died ☐ Living ☐, Date of birth: .....
- Current occupation: ..... Organization/workplace: .....
- Number of children: ..... Male: ..... Female: .....

#### C. Contact Information

- Current address : House No. ...., St. ...., Group: ..... Village: .....  
Commune/Sangkat: ....., Town/ District/ Khan: ....., Province: .....
- Phone number: ....., Email: .....

I hereby guarantee that all the information above is accurate.

....., Date: .....

**Signature/Thumbprint**

Seen and certified  
the above biography is belong to

.....  
....., Date: .....

**Chief of Village .....**

Certified that  
the signature above is belong to  
village Chief of.....

....., Date: .....

**Chief of  
Commune/Sangkat.....**

**Unofficial Translation**

Department of Education, Youth and Sport, Province: ...Prey Veng...  
Office of Education, Youth and Sport, District: ...Svay Antor...

### Employment Contract

Mr./Ms....., Sex: ....., Age: ....., Occupation: ☐ Commune/Sangkat NFE Official/  
☐ School Principal of..... Town/District/Khan: ....., Capital/Province: ..... as Party (A).  
And Mr./Ms. ...., Sex: ....., Age: ..... Living in Village: ....., Commune/Sangkat:  
....., Town/District/Khan:....., Capital/province: ..... as Party (B).

#### Agree on the following terms and conditions

1. Mr./Ms. ...., Party (B), agrees to work as contracted NFE teacher on program: .....  
year: ..... for grade: ....., year: ..... for a period of ..... months from (date): ..... to  
(date): .....
  2. **Party (B)** has to try best to mobilize students to reach target number of ..... and carries out the class in Village:  
....., Commune/Sangkat: ....., Town/District/Khan: ....., Capital/Province: .....
  3. **Party (B)** has to be punctual coming to class from 7:00 to 11:00 every day except holidays.
  4. **Party (B)** has to produce enough teaching and learning materials and seek for intervention from **Party (A)** if needed.
  5. Stipend is based on the Royal Government's Sub-degree.
  6. **Party (B)** receives stipend only when end-line report has already been submitted.
- In case of contravention of the contract, **Party (B)** shall not receive any stipend and possibly face to law act.

..... Date: .....  
**Signature and thumbprint of Party (A)**

..... Date: .....  
**Signature and Thumbprint Party (B)**

Seen and agreed  
..... Date: .....  
**Provincial Department Director of  
Education Youth and Sport**

Seen and Agreed  
..... Date: .....  
**District Office Director of  
Education, Youth and Sport**

Seen and Agreed  
..... Date: .....  
**Chief of Commune/Sangkat**  
.....

Unofficial Translation

Department of Education, Youth and Sport, Province: ...Prey Veng...  
Office of Education, Youth and Sport, District: ...Svay Antor...

### Student List

Program: ....., Year: ....., Grade: ....., Year: .....

Location: ☐ Home, ☐ Pagoda, ☐ Community Learning Center.....

Village: ....., Commune/Sangkat: ....., Town/District/Khan: ....., Capital/Province: .....

No	Surname and Family Name	Sex	Age	Occupation	Student's Status				Family Status			Other
					Literacy	Drop-out	Student	Illiterate	Single	Widow	Widower	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												

- Total number: ....., Female: .....

....., Date: .....

Teacher

Seen and agreed

....., Date: .....

Chief of Commune/Sangkat.....

Seen and agreed

....., Date: .....

Commune/Sangkat NFE Officer

Seen and agreed

....., Date: .....

Chief of Village.....

Unofficial Translation