



APPLICATION FORM FOR PART-TIME TEACHING

Complete the form comprehensively indicating accurately all the required information. The completed form and any other attachments should be submitted to the Registrar, KSMS.

1. PERSONAL DATA

FIRST NAME	MIDDLE NAME	LAST NAME
YEAR OF BIRTH	SEX	NATIONALITY
ID NO/PP NO	POST OFFICE ADDRESS	EMAIL ADDRESS
NEXT OF KIN	TEL. CONTACT Land Line: Mobile:	PIN

2. QUALIFICATIONS

(a) ACADEMIC

Please list academic qualifications and courses taken starting with the most recent. Attach copies of certificates and transcripts respectively.

INSTITUTION	FROM MM/YY	TO MM/YY	QUALIFICATION	AREA OF SPECIALIZATION IF ANY

(b) PROFESSIONAL

Please list professional courses taken starting with the most recent, including short-term courses (6 months and above). Attach copies of certificates and transcripts respectively.

INSTITUTION	FROM MM/YY	TO MM/YY	QUALIFICATION	AREA OF SPECIALIZATION IF ANY

3. WORK EXPERIENCE IN TEACHING & TRAINING FIELD

(a) Please indicate professional courses and subjects you have taught and where (engagements lasting 6 months and above), starting with most recent.

ORGANIZATION (WHERE)	FROM MM/YY	TO MM/YY	QUALIFICATION	AREA OF SPECIALIZATION IF ANY

(b) Using the Banking and IMIS subjects lists provided in Appendix I, indicate at least 2 subjects which you consider yourself component to teach.

SUBJECT	INSTITUTION	LAST SEMESTER SUBJECT TAUGHT (if any)	TOTAL SEMESTERS SUBJECT TAUGHT

(c) Please list **Non-Banking/IMIS subjects** which you think may be considered equivalent to the Banking and IMIS subjects lists and hence makes you qualified to teach the courses in (b) above (The syllabi for Banking and IMIS courses are available for perusal from the School on request).

NON-IMIS SUBJECT	COURSE (E.G. BSc, CPA, etc)	INSITUTION	EQUIVALENT IMIS SUBJECT	LAST SEMESTER SUBJECT TAUGHT	LAST SEMESTER SUBJECT TAUGHT

4. DEVELOPMENT OF TEACHING MATERIALS

Which of then following skills do your consider yourself competent to develop? (TICK)

- i) Training KIT development
- ii) Curriculum review and development

iii) Course outline development

iv) Others relevant (specify) _____

5. TIME AVAILABLE FOR KSMS ASSIGNMENT

If offered a part-time position, which time slots would you be available at KSMS?
(Please tick)

TIME SLOT	DAY OF THE WEEK					
	MON	TUE	WED	THUR	FRI	SAT
8.30 – 10.30						
11 – 1						
2 – 4						
5.30 – 7.30						
9 – 11 (Saturdays only)						

TOTAL HOURS AVAILABLE IN A WEEK: _____

6. REFEREES

Provide contact details of a minimum of two referees:

1.	NAME:	
	DESIGNATION:	
	POSTAL ADDRESS:	
	TELEPHONE NUMBER:	
	EMAIL ADDRESS:	
2.	NAME:	
	DESIGNATION:	
	POSTAL ADDRESS:	
	TELEPHONE NUMBER:	
	EMAIL ADDRESS:	

Signature _____

Date: _____

APPENDIX 1: LIST OF SUBJECTS TO CHOOSE FROM

(A) LIST OF BANKING SUBJECTS

LEVEL	ABBREVIATION	TITLE
CERTIFICATE IN BANKING AND FINANCIAL SERVICES (CBFS)	ELB	ELEMENTS OF BANKING
	BCOM	BUSINESS COMMUNICATION
	ECON	ECONOMICS
	BUCA	BUSINESS CALCULATIONS
	MACS	MARKETING & CUSTOMER SERVICE
	ACCT	ACCOUNTING
	INL&PRBF	INTRO' TO LAW & PRACTICE RELATING TO BANKING & FINANCE
	FOIT	FOREIGN EXCHANGE & INTERNATIONAL TRADE
DIPLOMA (AKIB)	FRAP	FINANGIAL REPORTING & ANALYSIS
	MONFS	MONETARY AND FINANCIAL SYSTEMS
	M&O	MANAGEMENT AND ORGANISATION
	LRBF	LAW RELATING TO BANKING & FINANCE
	STRMKT	STRATEGIC MARKETING MANAGEMENT
	LEND	LENDING
	ITF	INTERNATIONAL TRADE FINANCE
	L&PBF	LAW AND PRACTICE OF BANKING AND FINANCE
	INSUR	INSURANCE
	FM	FINANCIAL MANAGEMENT
	LPML	LAW AND PRACTICE FOR MORTGA TE LENDERS

	INVEST	INVESTMENT
	MIT	MANAGEMENT OF INFORMATION TECHNOLOGY

(B) LIST OF IMIS SUBJECTS

DIPLOMA	ISP	INFORMATION SYSTEMS PRACTICE
	BF	BUSINESS FUNDAMENTALS
	CBT	COMMUNICATION AND BUSINESS TECHNOLOGY
	PAW	PROGRAMMING AND WEB APPLICATIONS
	BIS	BUSINESS INFORMATION SYSTEMS
	ISB	INFORMATION SYSTEMS BUILDING
HIGHER DIPLOMA	DD	DATABASE DEVELOPMENT
	ISS	INFORMATION SYSTEMS STRATEGY
	CISD	CONTEMPORARY INFORMATION SYSTEMS DEVELOPMENT
	MIS	MANAGEMENT OF INFORMATION SYSTEMS
	BISP	BUSINESS INFORMATION SYSTEMS PROJECT
	PM	PROJECT MANAGEMENT
RELATED TOPICS	LAB1	INTRODUCTION TO COMPUTERS (OPERATING SYSTEMS AND PACKAGES)
	LAB2	PROGRAMMING IN FOXPRO, ACCESS, OR VISUAL BASIC
	LAB3	NETWORKING USE AND ADMINISTRATION (WINDOWS NT AND NOVELL)
	LAB4	INTERNET, INTERNET PROGRAMMING, WEB PAGE DESIGN AND LINUX