

Thank you for your interest in a vacant position at Leipzig International School. Below you will find a guide to help assist you in completing our online application tool. We hope this guide benefits you and if you encounter any problems please let us know.

Step One:

- Please fill in all areas marked with an asterisk (*) on the online form.
- Your phone number should be entered without spaces, as shown below.

Country Code	Phone Number *
<input type="text" value="0049"/>	<input type="text" value="341337558332"/>

- Your earliest possible start date should be entered in the form **DD:MM:YYYY**

Earliest possible start date *
<input type="text" value="DD.MM.YYYY"/>

For example:

Earliest possible start date *
<input type="text" value="01.08.2016"/>

- Your documents should be uploaded in the form of jpg, png, gif or pdf. No other format is accepted by the tool.

Attachments: Note: If possible, please upload your application documents as one pdf-file under "Letter of Application". Otherwise, upload individual files under the appropriate links. Upload with max. 20 MB per file. Allowed file types: jpg, png, gif, pdf.
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- Finally you must tick the box agreeing to the terms and conditions.

<input checked="" type="checkbox"/> By submitting this job application, I agree to the electronic storage and process of my application data. I understand that my application including my contact information will be deleted once the position has been filled and the legally allowable time for the storage of applicant data has elapsed. I acknowledge that Leipzig International School uses a third-party provider to host this application site including the necessary data storage. The third-party provider adheres to all German data protection regulations.

Step Two:

- Once you have completed all of the above instructions, click the preview button at the bottom of the page.
- If any mistakes have been made the appropriate boxes will be marked in red, as shown below.

Country Code	Phone Number *
<input type="text" value="0049"/>	<input type="text" value="341 337 558 332"/>
	Please insert your phone number. Don't use spaces and dashes.

Earliest possible start date *
<input type="text" value="01.08.16"/>

- Please correct these mistakes following the guidelines given.
- Once all mistakes have been corrected you can once again click the preview button at the bottom of the page.
- If everything is correct you will be shown a summary of the information given.

Salutation	Ms
First Name	Christiane
Surname	Heinold
Country Code	0049
Phone Number	341337558332
E-Mail address	jobs@intschool-leipzig.com
Nationality	German
Qualification	Master YXZ
Language: English	Fluent in written and spoken
Language: German	Native speaker
Language:	
Earliest possible start date	01.08.2016
Work Permit	N/A - EU citizens
Comments	SAMPLE
<input type="button" value="PREVIEW"/>	<input type="button" value="SEND"/>

- If all of the information shown is correct you can click the send button to officially submit your application.
- The screen will then show a message stating that your application has been successfully submitted, you will also receive an email from us confirming the receipt of your application.
- If for some reason you don't receive an email from us at this stage, please let us know by sending an email to jobs@intschool-leipzig.com.