



BUDDHIST INSTITUTE SUNDAY DHAMMA SCHOOL

(An Educational Division of Sasana Abhiwurdhi Wardhana Society)

BUDDHIST MAHA VIHARA, 123, Jalan Berhala, Brickfields, 50470 Kuala Lumpur, Malaysia
TEL : 603-2274 1141 : 603-2274 1886 Fax : 603-2273 2570 Website : www.bisds.org



EXISTING STAFF RE-REGISTRATION FORM

(To be filled in Clearly & in Block Letters)

I wish to **re-register** myself for a Teaching position / Non-teaching position / Exco position for **BISDS next year session 2020**. (You can choose more than one position).

Name (as per NRIC) :		Gender: Male / Female	
NRIC No:	Mobile No:	House Tel:	
Home Address :		(write clearly) Email :	
Your Current Position in BISDS Year 2019 :	Teaching position (name of class):		
	Non-Teaching position (Name role)		
Years Served in BISDS up to Year 2019			
If you have any children in BISDS, please give name and class name attended in Year 2019:			

I wish to applied for **preferred position for Year 2020** session :-

You can choose more than one position, including volunteering as Exco and / or Head of Department and / or Teaching position and / or Non-teaching position).

(please tick in the appropriate box)

TEACHING POSITION		NON-TEACHING POSITION	
English Class :-		Auditor Dept	
Age Group 7 to 9 yrs		Assistant Treasurer Dept	
Age Group 10 to 12 yrs		Assistant Secretary Dept	
Age Group 13 to 16 yrs (#)		Bookshop Dept	
Age Group 17 yrs & above		Registration Dept	
Adult Class (English version)		Information / Security Dept	

TEACHING POSITION		NON-TEACHING POSITION	
Orientation Class :-		Info Technology Dept	
Age Group 6 to 12 yrs		Puja Dept	
Age Group 13 yrs & above		Project Dept	
		Resource Dept	
Mandarin Class :-		Examination Dept	
Age Group 6 to 8 yrs		Training & Recruitment Dept	
Age Group 9 to 12 yrs		Welfare Dept	
Age Group 13 to 16 yrs (#)		Website Dept	
Age Group 17 & above		Special Interest:Board Games etc.	
Adult Class (Mandarin version)		Refreshment Dept	

EXCO Position : For nomination, nominees are required to sign in the column next to the post :-			
EXCO POSITIONS:-	Please tick, if Self or Nominee's name and signature.	EXCO POSITIONS:-	Please tick, if Self or Nominee's name and signature.
Administration		Project	
Communication / IT		Treasurer	
Teaching & Syllabus		Welfare	
Student Welfare		Secretary	
Staff Welfare		Training & Recruitment	

Notes :-

- 1) All existing BISDS staff (Teaching position and Non-Teaching position) must annually re-register themselves for BISDS management record purposes and shall be deemed to be BISDS staff.
- 2) **Positions applied for are subject to the following:-**
 - a) First come, first serve basis and availability.
 - b) Attendance, performance, skills set, commitment, contribution etc.
 - c) Participation in BISDS school events and activities and staff meetings.
 - d) Based on BISDS needs and requirements.

3) Teachers of these student's age group (#) are required to play an active part to guide their students for activity based learning which include activities such as :-

a) Sanghika Dana b) Prize Giving & Concert c) Dana In Action	d) Kathina Day e) Children Fellowship Camp f) MBE Preliminary Exam
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4) **Staff Meetings:-**

- a) We encourage all BISDS Staff (teaching & non-teaching) to be present at all staff meetings.
- b) The BISDS Staff must have at least 50% or more attendance of the staff meetings.
- c) Minimum one teacher from each class must attend to represent their class during the staff meeting.
- d) All BISDS staff attending must sign the attendance list. If BISDS staff did not or forgot to sign attendance list, are deemed to be absent.

5) **BISDS school events and activities:-**

Full participation by BISDS Staff are encourage.

Active participation must be at least 50% or more of the BISDS school events and activities.

a) Beginning Year Staff Briefing. b) Devotion Day c) Concert & Prize Giving d) Staff Training e) Staff Dana f) Wesak g) Staff Meeting	h) Sanghika Dana i) Kathina Day j) BISDS Student's Annual Trip k) Staff Fellowship Pot Luck l) Lantern Night m) Year End Staff Briefing & Appreciation Lunch.
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6) **Closing Date for Submission to be on / before 31st October 2019.**

7) Please contact the following if you require further details :-

Bro. David Kong (012-273 4928) on Teaching positions.

Bro. KL Tan (012-228 5497) on Non-Teaching (Administrative) positions.

8) Do you wish to continue your service to BISDS ?

a) IF, **YES**, please fill up this form and submit promptly.

b) IF, **NO**, please state your reasons below and submit.

Reasons: _____

I have read & understood the above and will abide by it. Also, the terms and conditions as stipulated in BISDS Staff Handbook.

Signature : _____

Date :- _____

Name - _____

I would like to take this opportunity to thank you for your tireless and continuous contribution in BISDS.

May the Blessing of the Triple Gem be showered upon you and loved ones.