



# 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



## NEW STAFF RE-REGISTRATION FORM

( To be filled in Clearly & in Block Letters )

I wish to **register** myself for a Teaching position / Non-teaching position / Exco position for **BISDS next coming year session 2021**. ( You can choose more than one positions ).

Name (as per NRIC) :		Gender: Male / Female	
NRIC No:	Mobile No:	House Tel:	
Home Address :		(write clearly) Email :	
Employer:-		Position:-	
Your Current Position in BISDS Year 2020 : (if any)	BISDS Teaching position (name of class): _____		
	BISDS Non-Teaching position (Name role): _____		
Years Served in BISDS up to Year 2020 : (Number of Years): _____ Years			
If you have any children in BISDS, please give name and class name attended in Year 2020 ( if any ): _____			

I wish to applied for **preferred position for Year 2021** 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	
<b>English Class :-</b>		Auditor Dept	
Age Group 6 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 (Youth) & above		Registration Dept	
Adult Class (English version)		Information / Security Dept	
Blooming Lotus ( Age Group 4 & 5 years )		Volunteer Group Dept	

TEACHING POSITION		NON-TEACHING POSITION	
<b>Orientation Class :-</b>		IT and Communication Dept	
Age Group 6 to 12 yrs		Puja Dept	
Age Group 13 yrs & above		Project Dept	
		Resource Dept	
<b>Mandarin Class :-</b>		Examination Dept	
Age Group 6 to 8 yrs		Training & Recruitment Dept	
Age Group 9 to 12 yrs		Student Welfare Dept	
Age Group 13 to 16 yrs ( # )		Choir Dept	
Age Group 17 & above		Staff Welfare Dept.	
Adult Class (Mandarin version)		Food & Beverage Dept	

**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, staff meetings, staff training and etc.
  - d) Based on BISDS needs and requirements.
- 3) Teachers of these student's age group ( # ) are required to play an active part to lead & mentor and guide their students for activity based learning which include activities such as :-

Class age group ( # )	
a) Sanghika Dana	e) Kathina Day
b) Prize Giving & Concert	f) Children Fellowship Camp
c) Dana In Action	g) MBE Preliminary Exam
d) Teens Experiential Program	h) Teens Camp

- 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.	i) Sanghika Dana
b) Devotion Day	j) Kathina Day
c) Concert & Prize Giving	k) BISDS Student's Annual Trip
d) Staff Training	l) Staff Fellowship CNY Pot Luck
e) Staff Dana	m) Lantern Night
f) Wesak Day	n) Year End Staff Briefing & Appreciation Lunch.
g) Staff Meeting	o) Family Day
h) Teens Camp	p) Staff Fellowship Trip

6) **Closing Date for Submission to be on / before 31<sup>st</sup> October 2020.**

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) In case of emergency, persons or next of kin to contact:-

a) Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

b) Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

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

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

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

Reasons

for **NO** : \_\_\_\_\_

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.**