

**Job Application Form**

Thank you for your interest. The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential. Please ensure you complete all the sections and sign the Declaration on the bottom of this form.

**Please submit your completed application form together with your CV by email, and direct any enquires to: recruitment.pxsyxx@outlook.com**

You will be required to provide a signed copy of your completed application before any employment decision can be confirmed.

|  |
| --- |
| Please affix your RECENT passport-sized photo here |

**Applicant Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 1: Post details**

Application for appointment as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When can you start work if offered the job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about this job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name and title: |  | Email: |  |
| Given name(s): |  | Home telephone: |  |
| Previous names: |  | Work telephone: | *(leave blank if you don’t wish to be contacted at work)* |
| Date of birth: |  | Mobile: |  |
| Nationality: |  | Skype ID: |  |
| Passport number & issue country: |  | Current home address and postcode: |  |

**Section 3: Present employment** (if currently unemployed please list the most recent job)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and address |  | Current salary (before tax, including benefits) |  |
| Institution type: |  | Notice period required: |  |
| Job title: |  | Reason for leaving/wishing to leave: |  |
| Date appointed: |  |  |  |
| Brief outline of duties in your current or most recent job |  | | |

**Section 4: Previous employment**

Please list the most recent first and include all full time and part time positions, add more lines if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Period of employment | Job title and main duties | Salary/Grade | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 5: Breaks in employment history**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training.

|  |
| --- |
|  |

**Section 6: Education** Please list the most recent first and add more lines if necessary

Please note: for your highest degree, a minimum of a Bachelor’s Degree is required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/ University/College/ Apprenticeships | Period of study | Qualification/subject obtained and awarding body | Grade | Dates |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 7: Professional qualifications** Please list the most recent first and add more lines if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| Awarding body | Qualification obtained / professional association membership | Date awarded | Valid until |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**If you hold a UK Qualified Teacher Status (QTS), please complete the following**:

* Teacher Reference Number on your QTS certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Start and completion dates of Statutory Induction Period (if qualified after Aug 1999): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 8: Other relevant training and development activities attended in the last 5 years**

Please list the most recent first and add more lines if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Brief description/Course title | Length of the course | Organising body | Dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 8**

**Section 9: Other relevant personal information**

|  |  |
| --- | --- |
| Do you intend to bring any spouse and children to China if you are employed by the School? If Yes please briefly state who they are and ages of your children, what are your plans for them. The School will provide successful candidates with appropriate support. |  |
| Do you have any condition or require any special support that the School should be aware of that might necessitate adjustments in relation to your work? (N.B. This position will require appropriate medical clearances as part of China work visa requirement.) |  |

**Section 10: Information in support of this application**

Please tell us how your experience, skills, competencies and qualifications relate to the requirements of the post you are applying for. Please also outline your educational philosophy and teaching style.

|  |
| --- |
|  |

**Section 11: References**

Please give the details of two professional referees, one of whom must be your present/most recent employer. Please note:

* Referees will be contacted and a written reference will be requested if you are selected for interviews.
* A letter/work certificate from your previous employer will be required to confirm your period of employment at previous school(s), job title and main duties etc, and the letter needs to be dated and signed/stamped on school headed paper and include employer contact details. A minimum of two years teaching experience in the relevant subject is required.
* References will not be accepted from relatives or from people writing solely in the capacity of friends.
* The School may request additional referees if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee No.1** |  |  | **Referee No.2** |  |
| Name and institution: |  | Name and institution: |  |
| Address: |  | Address: |  |
| Position: |  | Position: |  |
| Telephone: |  | Telephone: |  |
| Fax: |  | Fax: |  |
| Email: |  | Email: |  |
| Please state in what capacity known: |  | Please state in what capacity known: |  |

**Section 12: Declaration**

Please read the following statements and information relating to your application carefully. By ticking the boxes and signing this form you certify and confirm the declarations are true to the best of your knowledge.

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the School, and is likely to result in dismissal.

**Disclosure of Criminal Convictions**

The job for which you are applying involves substantial opportunity for access to children. You are therefore required to declare any spent or unspent convictions, cautions, reprimands, bind overs that you have. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not necessarily debar you from appointment unless the School and Chinese Authorities consider that the conviction renders you unsuitable for appointment. Failure to declare may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

By signing this application form I acknowledge and consent to completing a Criminal Records Self-Disclosure Form if I am shortlisted for a relevant post in the School, and a disclosure/status check by the Disclosure and Barring Service or police in the event of a successful application.

**Safer Recruitment and Childcare Disqualification Checks**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post. I understand my responsibilities to safeguard children. I understand that I must notify the School immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children. By signing this application form I acknowledge and consent to completing a Childcare Disqualification Declaration Form if I am shortlisted for a relevant post in the School.

In the event of a successful application, I give permission for you to contact any previous settings, local authority staff, the police, the Disclosure and Barring Service, or any medical professionals, to share information about my suitability to care for children.

**Fitness to Work Declaration**

I certify that I don't have any condition or medical issues that I consider would impact my ability to undertake the position offered. By signing this application form I acknowledge and consent to completing appropriate pre-employment medical checks as part of China work visa requirement in the event of a successful application.

**Data Protection**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies for this job application only.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recruitment monitoring information**

Surname name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The School is committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, you can select the**

**‘prefer not to say’ option.**

**1. Age**

20-24 40-44 60+ (Please note the age limit for China work visa is 60)

25-29 45-49 Prefer not to say

30-34 50-54

35-39 55-59

**2. Gender**

Male Female Prefer not to say

**3. Ethnic origin**

Asian/Asian British – Bangladeshi Mixed – White and Asian

Asian/Asian British – Indian Mixed – White and Black African

Asian/Asian British – Pakistani Mixed – White and Black Caribbean

Asian/Asian British – Chinese Mixed other

Asian/Asian British – Other White – British

Black/Black British – African White – Irish

Black/Black British – Caribbean White – Other

Black/Black British – Other Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

**5. Sexual orientation**

Heterosexual Lesbian Bisexual

Gay Other Prefer not to say

**6. Disability**

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the UK Equality Act 2010 is as follows: “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

To be protected under the Act.

* An individual must have an impairment which can be physical or mental.
* It has to be substantial, that is something more than minor or trivial.
* It needs to be long term i.e. The impairment has lasted or is likely to last in total for at least twelve months or more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) **and**
* It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles).

I do consider myself to have a disability as defined by the UK Equality Act 2010 (as detailed above).

I do not consider myself to have a disability as defined by the UK Equality Act 2010 (as detailed above).

I prefer not to say.

**Data Protection**

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies for this job application only.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**