

**HURTWOOD HOUSE**

**KUALA LUMPUR**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| STRICTLY PRIVATE & CONFIDENTIAL | | | | | | | |
| Please complete all shaded boxes in type or black ink  APPLICATION FORM FOR THE POST OF: | | | | | | | |
| PERSONAL DETAILS | | | | | | | |
| Surname:    Previous Surnames: | | Forenames: | | | | | |
| Title: | | Date of Birth:    Place of Birth: | | | | | |
| Address: | | Contact Telephone Details:  Home:  Work:  Mobile:  E-Mail:  Skype ID:  Can you be contacted at work? | | | | | |
| Nationality:    Do you have a Qualified Teacher Status?    If you have QTS, what year was it obtained?    Marital Status: | | Passport Number:    Are you related to or do you maintain a close relationship with an existing employee, volunteer, or affiliates of Hurtwood House? | | | | | |
| Age/Sex of Children (if applicable):    Is your partner seeking a position at Hurtwood House Kuala Lumpur? | | | | | | | |
| Do you hold a current full driving licence?    Country of issue: | | | | | | | |
| Do you consider yourself to have a disability? If yes, please state the nature of it and the adjustment required: | | | | | | | |
| EMPLOYMENT DETAILS | | | | | | | |
| Current (or most recent) Employment: | | | | | | | |
| Job Title: | | | | | | | |
| Name and Address of Employer: | | | | | | | |
| Date Commenced: | | Reporting To: | | | | | |
| Present Salary: | | Notice Period Required: | | | | | |
| Reason for Leaving: | | | | | | | |
| **Briefly outline the major tasks and responsibilities in your current role including level of teaching:** | | | | | | | |
|  | | | | | | | |
| **Employment History (Most recent first)** | | | | | | | |
| Employer & Address | From | To | | Job Title and Main Responsibilities including level of teaching | | | Reason for Leaving each post |
|  |  |  | |  | | |  |
| **If applicable, please give an explanation for any gaps in employment (when not in education or training)** | | | | | | | |
|  | | | | | | | |
| **Supporting Statement: please tell us why you have applied for this position, how you meet the requirements of the role, and provide examples of your achievements that highlight your suitability for this role. (Please keep the maximum word count to 750).** | | | | | | | |
|  | | | | | | | |
| **Education and Professional Development Details** | | | | | | | |
| **Secondary Education History** | | | | | | | |
| Name of School or College | | From | To | | Qualification Awarded (Subject & Level) | | |
|  | |  |  | |  | | |
| **Further or Higher Education History** | | | | | | | |
| Name of Establishment | | From | To | | Qualification Awarded  (Subject &Level) | | |
|  | |  |  | |  | | |
| **Professional Qualifications/Membership of Professional Bodies/Relevant Training Courses** | | | | | | | |
| Professional Body/Organisation | | From | To | | Programme/Qualification | | |
|  | |  |  | |  | | |
| **Supplementary Information: details about your main interests, and clubs and associations to which you belong.** | | | | | | | |
| Please give details of sports, languages and/or other activities that you can offer: | |  | | | | | |
| Interests: | |  | | | | | |
| Clubs and Associations: | |  | | | | | |
| **References**  Please supply the details of three professional referees and state in what capacity the referee knows you. One should be your present (or most recent) line manager. | | | | | | | |
| Name: | | Name: | | | | Name | |
| Job Title: | | Job Title: | | | | Job Title: | |
| Address: | | Address: | | | | Address | |
| Tel No:    Email: | | Tel No:    Email: | | | | Tel No:    Email: | |
| Relationship: | | Relationship: | | | | Relationship: | |
| Where did you see this post advertised? | | | | | | | |
| **Please note:**  Professional references from relatives or from people writing solely in the capacity of friends will not be accepted.  We may approach referees to ask them for information to verify particular experiences or qualifications. If you are currently working with children, on either a paid or voluntary basis, your current employer will also be asked about disciplinary offences relating to children, including any for which the penalty is time expired [that is where a warning could no longer be taken into account in any new disciplinary hearing for example] and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, we will ask the employer who most recently employed you in work with children about these issues.  We will seek references on all long listed candidates and may take up references prior to interview-please inform us if you do not wish us to contact your current employer at this stage. | | | | | | | |
| **Convictions** | | | | | | | |
| Due to the nature of the work of this post you are required to give details of criminal offences for which you have been convicted. For the purposes of this application, guidance and criteria on protected convictions, cautions, reprimands or final warnings can be found on the Disclosure & Barring Service website.<https://www.gov.uk/government/organisations/disclosure-and-barring-service>  Have you ever been found guilty of a criminal offence?  If yes, please provide details on a separate sheet marked ‘Confidential’.  Disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s).  Successful applicants will be required to consent to an enhanced check by the Disclosure and Barring Service (DBS) or equivalent. | | | | | | | |
| **Data Protection** | | | | | | | |
| By signing this form, I agree to this data being held and processed and if I am appointed to the post I also agree to further information, including sensitive data (e.g. bank details, medical information etc.) being held by Hurtwood House Kuala Lumpur and its affiliations. | | | | | | | |
|  | | | | | | | |
| **Acknowledgment of Applications** | | | | | | | |
| Receipt of applications will be acknowledged via email. | | | | | | | |
|  | | | | | | | |
| I confirm that the information given by me is correct. I understand that if I give false information or withhold relevant information it could result in my dismissal.  Signature of Applicant:  Date: | | | | | | | |

Please return your completed application form by email to: szetinglee@edureach.co.uk