

**ACADEMIC STAFF APPLICATION FORM**

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| --- | --- |
| Post(s) applied for:  | Start Date: |

1. **Personal information**

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| --- | --- | --- | --- |
|  Mr Mrs Ms Miss | First Names: | Surname: | Previous Surname: |
| Address:Postcode (if applicable): | Date of Birth: | Age:  |
| Nationality: |
| Telephone numbers:DaytimeEvening:Email address: |
| Family Situation: Single/MarriedNumber of Children:Name and ages of dependants:  | Residence: :Currently in Hangzhou: YES/NO Teaching Certificate: YES/NO |

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| Is there any type of work that you cannot do for health reasons? Yes/NoIf YES please give details of limitations: |
| Have you ever been convicted of a criminal offence? Yes/NoIf Yes please give details: |

**2. Education / Qualifications (please list most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/University | Period of Study   | Subject and type of qualification | Grade |
|  |  |  |  |

1. **Details of employment (please list most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of school | Position held | Brief description of duties | Dates held |
|  |  |  |  |

|  |  |
| --- | --- |
| No. of students in current school (if applicable) |  |
| No. of employees directly reporting to you (if appropriate)  |  |
| Current salary (including benefits) |  |
| Expectation (before tax) |  |

1. **Relevant courses attended during the last 3 years**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Organised By | Dates | Duration |
|    |  |  |  |

1. **Hobbies and interests**

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1. **Medical and Absence Information**

How many days absence from work have you had as a result of ill health in total over the last three years?

Please tick

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 0-3  |  | 4-10  |   | 11-20  |  | 21-29  |  | 30+  |  |

Please give details

|  |
| --- |
|  |

Please give details of any prolonged period of absence in your professional career.

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1. **Additional information:**

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| Please provide any additional information you consider to be relevant to your application: |

1. **References**

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| Please give name, address, telephone/fax numbers and email address of **three** referees, one of which should be your current or most recent employer. We may contact any referee or previous employer without further reference to you, unless you request otherwise.  |
| Referee No 1:Please state in what capacity known: Email Address:Telephone/Fax Nos: | Referee No 2:Please state in whatcapacity known:Email Address:Telephone/Fax Nos:  |

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| --- |
| Referee No 3: Please state in what  capacity known:  Email Address: Telephone/Fax Nos: |

**In accordance with child protection guidelines I agree that Wellington College China may approach any previous employer for a reference.**

**I acknowledge that any offer of employment will be provisional pending a disclosure application to the Disclosure and Barring Service (DBS) in respect of the applicant.**

**To the best of my knowledge the information given on this form is true and complete. I acknowledge that any false statement may be sufficient cause for the rejection of my application or, if employed, for dismissal.**

**Signature.......................................................**

**Date................................................................**

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| *The following documents should be sent as attachments with your application:*1. *Completed application form*
2. *Letter of application*
3. *CV including recent photograph*

*The total size of application documents should be limited to 2 MB (professional dossiers with photographs and copies of open references / testimonials are not required).**Please send completed applications to:* jobs.bilingualhangzhou@wellingtoncollege.cn |