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**Hurtwood House China Application Form**

1. **Personal Details**

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| Surname/Family Name: | | |  | | | | | |
| First Name(s): | | |  | | | | | |
| Title: | | |  | | | | | |
| Current Residential Address & Postcode: | | |  | | | | | |
| Work Tel No: |  | | Home Tel No: | |  | | | |
| Mobile No: |  | | Email address: | |  | | | |
| Skype ID: |  | | Nationality: | |  | | | |
| Date of Birth: |  | | Marital Status: | |  | | | |
| Number of Children: |  | | Ages of Children: | |  | | | |
| Passport Expiry Date? |  | | Do you have a Visa issued by PRC? | | YES | | | NO |
| If you answered **YES,** please indicate the type of Visa that applies to you | | | | | | | | |
| L Visa | F Visa | Z Visa and Employment Permit | | Z Visa and Expert Certificate | | Dependent Visa | | |
| Visa Expiry Date (if applicable) |  | | | | | | | |
|  | | | | | | | | |
| Years of Teaching Experience? |  | | International Teaching Experience? | | YES | | NO | |
| If you answered YES to International Teaching Experience, please list the countries in which you have worked? | | | | | | | | |
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| If applicable, what would your partner seek to do in China if you secure a position with an HD School? | | | | | | | | |
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| Where did you learn of this vacancy? | | | | | | | | |
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| Is there any work you cannot do for health reasons? (please underline) **YES / NO**  If YES, please provide details of limitations. | | | | | | | | |
|  | | | | | | | | |
| Have you ever been convicted of a criminal offence? (please underline)  **YES / NO**  If YES, please provide details | | | | | | | | |
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1. **Position(s) Sought**

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| Post applied for: | | | |  | | | | | | |
| Name of HD School: | | | |  | | | | | | |
| Please list the phases in which you have experience in – list in order of preference:  **Kindergarten (EYFS) - Primary School - Secondary School** | | | | | | | | | | |
|  | | | | | | | | | | |
| Please highlight the type of position you think you are suitable for (more than one choice can be made): | | | | | | | | | | |
| Primary or Kindergarten Classroom Teacher | Subject Specialist Teacher | | Head of Department/ Subject Co-ordinator | | | Housemaster or Housemistress | | Deputy Head/ Deputy Principal | | Head/ Principal |
| Please highlight your specialism (more than one choice can be made): | | | | | | | | | | |
| English | Maths | | Biology | | | Physics | | Chemistry | | Economics |
| Business Studies | Art | | Design Thinking | | | PE/Sports | | ICT | | Boarding /Pastoral |
| Other Subjects: | | | | | | | | | | |
| Please highlight the curriculum(s) that you have experience teaching (multiple choices can be made): | | | | | | | | | | |
| Montessori | UK Early Years | | UK Primary Curriculum | | | IPC | | IB PYP | | IB MYP |
| GCSE | IGCSE | | A Levels | | | IB Diploma | | US AP | |  |
| Other (please state): | | | | | | | | | | |
| We have schools in the following cities – please highlight all the cities you would be willing to work in: | | | | | | | | | | |
| Ningbo | | Qingdao | | | Beijing | | | | Shanghai | |
| Please state your current annual salary | | | | Annual salary: | | | Currency: | | | |
| What is your earliest start date? | | | |  | | | | | | |

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1. **Education and Qualifications**

Starting with the most recent, please list academic and professional qualifications, together with grades. Please do not include qualifications prior to A Level (or equivalent)

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| --- | --- | --- | --- | --- |
| Qualification | Name of Institution | Subject Specialism | Year of Award | Grade Awarded |
| *e.g. BA Hons* | *Bristol University* | *Business & French* | *1989* | *Upper second* |
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1. **Employment History**

Starting with the most recent, please include ALL previous employment. Any gaps of a duration of more than six months, (e.g. illness, unemployment, official maternity/paternity or other leave, further study) must be accounted for. If the boxes provided are not sufficient, please provide additional and comprehensive information in your covering e-mail.

|  |  |
| --- | --- |
| Name of Employer: |  |
| Position/Job Title: |  |
| Employment Period: |  |
| Reason for Leaving: |  |
| Main Responsibilities: |  |

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| --- | --- |
| Name of Employer: |  |
| Position/Job Title: |  |
| Employment Period: |  |
| Reason for Leaving: |  |
| Main Responsibilities: |  |

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| Name of Employer: |  |
| Position/Job Title: |  |
| Employment Period: |  |
| Reason for Leaving: |  |
| Main Responsibilities: |  |

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| Reason for Leaving: |  |
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| --- | --- |
| Name of Employer: |  |
| Position/Job Title: |  |
| Employment Period: |  |
| Reason for Leaving: |  |
| Main Responsibilities: |  |
| Name of Employer: |  |
| Position/Job Title: |  |
| Employment Period: |  |
| Reason for Leaving: |  |
| Main Responsibilities: |  |

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| --- | --- |
| Name of Employer: |  |
| Position/Job Title: |  |
| Employment Period: |  |
| Reason for Leaving: |  |
| Main Responsibilities: |  |

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1. **SUPPORTING STATEMENT**

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| Please explain below why you are interested in the role and how you consider your qualifications, experience, and skills to be relevant to the post you are applying for (please continue on another page if needed.) |
|  |

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1. **References**

Please give the name and contact details of 3 people, one of whom should be your Line Manager at your latest employer, and one of whom must be your Line Manager at your penultimate employer. You may, in addition to these 3 referees, nominate up to a further two people in your covering email should you feel this necessary, explaining your reasons for doing so, on the understanding that we would contact any such nominee according to the same protocol applied to your three Principal Referees.

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| Name: |  | | Organisation: |  |
| Position/Title: |  | | Relationship to you: |  |
| Telephone No: |  | | Email address: |  |
| Can we take this reference further without consultation with you? | | Yes | | No |

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| --- | --- | --- | --- | --- |
| Name: |  | | Organisation: |  |
| Position/Title: |  | | Relationship to you: |  |
| Telephone No: |  | | Email address: |  |
| Can we take this reference further without consultation with you? | | Yes | | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Organisation: |  |
| Position/Title: |  | | Relationship to you: |  |
| Telephone No: |  | | Email address: |  |
| Can we take this reference further without consultation with you? | | Yes | | No |

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1. **OTHER PERSONAL INFORMATION**

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| Are you known to any member of the Appointing Committee or any Company staff? | Yes | No |
| If Yes, please specify |  | |

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| --- | --- | --- |
| Do you have a criminal record from/within any country around the world? | Yes | No |
| If Yes, please specify |  | |

|  |  |  |
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| Have you ever been investigated in relation to any matter involving the safeguarding of children? | Yes | No |
| If Yes, please specify |  | |

1. **OTHER PERSONAL INFORMATION**

|  |  |
| --- | --- |
| I hereby confirm that the information provided above, and in any attachments, is correct and I understand that any false statement could result in my application or appointment being terminated.  I also give permission for the HD Schools Group to contact the universities/institutions from which I obtained my qualifications to verify that they are true and valid.  I have completed all sections. | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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