

**Anfield School**

**Anfield International Kindergarten & Nursery**

**Anfield Kiddies’ Club**

**Anfield Language Centre**

**www.anfield.edu.hk**

### APPLICATION FOR EMPLOYMENT

**(Please complete in black ink or type)**

**PHOTO**

**POSITION APPLIED FOR:**

##### PERSONAL DETAILS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **TITLE: \* Prof/Dr/Mr/Mrs/Ms/Miss** | | | | | | | | | | | | | | | |
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| **SURNAME:** | |  | | | | | | | **FIRST NAMES:** | |  | | | | |
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| **PREVIOUS NAME(S):** | | | | | |  | | | **GENDER:** |  | | | | | |
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| **NATIONALITY:** | | | |  | | | | | **MARITAL STATUS:** | | | |  | | |
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| **DATE OF BIRTH:** | | | |  | | | | | **PLACE OF BIRTH:** | | | |  | | |
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| **HKID CARD NO:** | | | |  | | | | | **PASSPORT NO:** | | | |  | | |
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| **CORRESPONDENCE ADDRESS:** | | | | | | | | | | | | | | | |
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| **PERMANENT ADDRESS:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **HOME TEL NO:** | | |  | | | | | | **MOBILE TEL NO:** | | |  | | | |
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| **EMAIL ADDRESS:** | | | | |  | | | | **SKYPE USER NAME:** | | | | |  | |
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| **Will you require a work permit to work in Hong Kong: \*YES / NO** | | | | | | | | | | | | | | | |
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| **Please indicate how you heard of this vacancy:** | | | | | | | | | | | | | | | |
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| **□ TES □ Referral □ Employment Agency □ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | |
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| **For Teaching Positions Only:** | | | | | | |  | | | | | | | | |
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| **Do you hold Qualified Teacher Status? \*Yes/No** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **If Yes: \* Hong Kong Teacher Registration Number / DfES/TRN Number:** | | | | | | | | | | | | | | | |

*\* Delete where appropriate*

###### EDUCATION AND QUALIFICATIONS

Please list in chronological order. Documentary evidence of relevant qualifications / memberships must be presented at interview. These must be originals.

## Please give details of your Secondary School Education

(Please including all GCSE/O Level and A-Level or equivalents with grades)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates (Month/Year)  From To | | Name of School | **Subjects and Grades** | **Type of Examination** | **Date Gained** |
|  |  |  |  |  |  |

**Please give details of any Further/Higher Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** (Month/Year)  From To | | **University / College / Institution Attended** | **Cert / Diploma / Degree / Higher Degree** | **Class /**  **Division Obtained** | **Date**  **Gained / Expected** |
|  |  |  |  |  |  |

###### EMPLOYMENT HISTORY

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Please give your employment history in reverse date order and include details of any voluntary work.

**Current Employment**

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| --- |
| **Job Title:**  **Name of Employer:**  **Date Appointment from: to:**  **\*Full-Time / Part-Time Current Salary:**  **Address:**  **Telephone:**  **Required length of notice of resignation to your present employer (if applicable):** |
| **Please give a brief description of current duties and responsibilities** |
| **Expected Salary:** |

Previous Employment

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| --- | --- | --- | --- | --- | --- | --- |
| **Dates**  (Month/Year)  From To | | **Name and Full Address of Employer** | **Job Title and Brief Description of Duties** | **Salary** | **Full or**  **Part Time** | Reason for Leaving |
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If there are any periods in your education or employment history unaccounted for (i.e. time spent raising a family, self-employment, further education or extended travel periods) please give dates and details

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| *\* Delete where appropriate* |

**IN SERVICE TRAINING / CONTINUING PROFESSIONAL DEVELOPMENT**

**(Please list courses that are relevant to this position)**

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| --- | --- | --- | --- |
| **Course Title** | **Organising Body** | **Length of Course** | **Date/s**  **(From – To)** |
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HEALTH

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| **Are you in good health? \*YES / NO**  **If NO please give details**  **How many days sickness absence have you had in the last 2 years?**  **(Exclude maternity related sickness absence)** |

**HOBBIES, INTERESTS, SPECIAL SKILLS (e.g. First Aids Certificate)**

**AND MEMBERSHIP OF ORGANISATIONS ETC.**

**COMPUTER/SOFTWARE EXPERIENCE**

*\* Delete where appropriate*

**REFEREES**

* Please provide two referees and note that we will contact these referees if you are short listed for this post.
* One referee must be your current or most recent employer.
* If you are currently working with children, on an either paid or unpaid basis, your current employer will be asked about disciplinary offences relating to children and/or child protection allegations or concerns you may have been subject to.
* Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
* Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.
* We reserve the right to take up references with any previous employer.
* If you are or have recently been a student, one of your referees should be your Tutor or Head of Department.

**1. Name: Position:**

**In what capacity does the referee know you?**

**Name of Organisation:**

**Address:**

**Telephone No: Fax No:**

**E-mail:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Name: Position:**

**In what capacity does the referee know you?**

**Name of Organisation:**

**Address:**

**Telephone No: Fax No:**

**E-mail:**

**In connection with my application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I hereby authorise the School to seek information pertaining to my personal data from my referee(s) as listed above.**

**PERSONAL STATEMENT**

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please make sure that you refer to the job description and also include:

* The reasons why you are applying for this post
* The personal qualities and experience that you feel are relevant to your suitability for this post
* Key responsibilities and achievements in your present or most recent job which are relevant to this application
* Details of any relevant interests or activities

|  |
| --- |
| If you are applying for a deputy principal / principal post describe:   * Your educational philosophy * The extent of your experience with respect to staff, curriculum and financial management * Your professional attitude towards   + Staff appointments   + The professional development of teachers   + The school governors, parents and the local community   + The management of change |

Anfield welcomes applications from all sectors of the community, including candidates with a disability.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry our normal day-to-day activities.”

**Arrangements if appointed**

Please give details below of any adjustments which would need to be made in order for you to be able to effectively carry out the duties of the job if appointed.

DECLARATION

**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks (DBS)**

The Governing Body is obliged by law to operate a checking procedure for employees who have access to children and your people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

□ Yes □ No

If yes please provide full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in the advertised position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried in order to ensure that you are not subject to a prohibition order.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory checks in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong?

□ Yes (If yes, please give details in a sealed envelope marked “CONFIDENTIAL”.

□ No

(Note: A criminal conviction or a record of disciplinary offence is not necessarily a barrier to employment.)

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Police, if appropriate.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

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 in accordance with the Data Protection Act 1998.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

The school is authorised to process information given above for purposes relating to this appointment, e.g. qualification assessment, employer reference and integrity check, etc as may be necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE OF APPLICANT:** |  | **DATE:** |  |

**------------------------------------------------------------------------------------------------------------------------------------------------------**

**If submitting this form via email you are declaring that the information stated is true and accurate.**

**Safeguarding Statement:**

We are committed to safeguarding and promoting the welfare of children and your people and expect all staff and volunteers to share this commitment.