**SPGS International School Chengdu**

**Job Application Form**

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| **Post applied for**  |  |

**\*All sections must be completed\***

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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| **Personal Information** |
| Surname/Family name  |  | First name  |  |
| Date of Birth |  | Nationality |  |
| ID/passport No |  | Marital status  |  |
| Are there any dependent(s) travelling with you? |  [ ]  Yes [ ]  No | If yes, what are their age(s) |  |
| Are currently holding a Chinese visa? | [ ]  Yes [ ]  No | If yes, what type of visa | [ ] Work [ ] Spouse [ ] Tourist [ ] Business [ ] Others ,please specify  |
| Expiry date |   |
| Email  |  | Phone |  |
| Home address |  |
| Current address (if different ) |  |
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| **Employment**  |
| Please include a full employment history starting with your most recent position. If there are any gaps between positions, please supply further information. |
| **Start date** | **End Date** | **Employer/Establishment** | **Position Held** | **Reason for leaving**  |
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| **Education Background** |
| Please state all education qualifications from high school and onwards |
| **Start date** | **End Date** | **School**  | **Major** | **Degree** |
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| **Qualifications** |
| **Qualification**  | **Training provider**  | **Completion Date** | **Remarks** |
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Are you currently undertake any study/training programme? [ ]  Yes [ ]  No

If yes, please list any further teaching qualifications or professional training undertaken.

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| **Course**  | **Study Period (From to)** | **Type** |
|  |  | [ ]  **Full time** [ ]  **Part Time** [ ]  **Distance** [ ]  **Other**  |
|  |  | [ ]  **Full time** [ ]  **Part Time** [ ]  **Distance** [ ]  **Other**  |

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| **Personal Statement** |
| Please give your reasons for applying for this post and why you believe you are suitable for the position.  |

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| **Interests** |
| Please state briefly what your main leisure interests are particularly where these are relevant to the work for which you are applying including any vocational qualifications: |

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| **References** |
| Please give 3 referees who we may approach, professional referees who have line managed you, references from friends or relatives are not acceptable. One referee should be your **current or most recent employer.**Please note, we may contact your referees prior to interview.If you do not wish for us to contact your referees prior to interview, please tick here: [ ]  |
|  **Name** | **Job Title** | **Employer**  | **Relationship to you** | **Email** | **Phone** |
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| **Additional information** |
| When will you be able to start work? |  |
| What is your current salary and remuneration? |  |
| Are you a relative or partner of any employee or governor of the school? |  |
| Existing contacts Please indicate if you know any existing employees or governors at the school, if so, how you know them? |  |
| From what source did you learn of this vacancy? |  |
| Please provide any other information that is pertinent to this application |  |

**DECLARATION**

I certify that the information given above and overleaf is correct to the best of my knowledge.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity medical checks and relevant qualifications.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

I consent to the School processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.

I consent to the School making direct contact with the people specified as my referees to verify my reference.

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| **Signature:** |  | **Date:** |  |