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**Hurtwood House China Application Form**

**Personal Details**

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| --- | --- | --- | --- | --- |
| Surname/Family Name: | |  | | |
| First Name(s): | |  | | |
| Title: | |  | | |
| Mobile No: |  | Email address: |  | |
| Skype ID: |  | Nationality: |  | |
| Date of Birth: |  | Marital Status: |  | |
| Number of Children: |  | Ages of Children: |  | |
|  | | | | |
| 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 | | | | |
|  | | | | |
| If applicable, what would your partner seek to do in China if you secure a position with an HD School? | | | | |
|  | | | | |
| 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 | | | | |
|  | | | | |
| Have you ever been investigated in relation to any matter involving the safeguarding of children? **YES / NO**  (please underline) If YES, please provide details | | | | |
|  | | | | |

**Position(s) Sought**

|  |  |
| --- | --- |
| Post applied for: |  |
| Name of HD School: |  |

**Education, Qualifications**

Starting with the most recent, please list academic and professional qualifications, together with grades, this must include at least one teaching qualification. Please do not include qualifications prior to or including 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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Alongside this application form, please submit a supporting statement of no longer than one page of A4, outlining your interest and suitability for the position to which you are applying.

**Professional Experience**

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 in the format shown below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer: |  | | |
| Position/Job Title: |  | | |
| From (MM/YY): |  | To (MM/YY): |  |
| Reason for Leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer: |  | | |
| Position/Job Title: |  | | |
| From (MM/YY): |  | To (MM/YY): |  |
| Reason for Leaving: |  | | |

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| --- | --- | --- | --- |
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|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer: |  | | |
| Position/Job Title: |  | | |
| From (MM/YY): |  | To (MM/YY): |  |
| Reason for Leaving: |  | | |

**References**

Please give the name and contact details of 3 people, one of whom should be your current or most recent Line Manager (Headteacher where possible).

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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 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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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| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |