

**ACADEMIC STAFF APPLICATION FORM**

1. **Personal information**

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| --- | --- |
| Post(s) applied for:  Start date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mr/Mrs/Miss/Ms:  First name(s):  Surname:  Date of birth:  Nationality: | Please attach a recent photograph |

|  |  |
| --- | --- |
| Address: | Contact details:  Mobile:  Other:  Email address:  Skype ID: |
| Family Situation: Single/Married  Number of Children:  Name and Ages of Dependants:  If applicable, what would your spouse/partner do in China if you secure a position at Wellington? | Please give preferred interview location or by Skype and dates of availability: |
| How do know about this position vacancy in Wellington? |
| Is there any type of work that you cannot do for health reasons? Yes/No  *If YES please give details of limitations:* | |
| Have you ever been arrested? Yes/No  *If Yes please give full details:* | |
| Have you ever been charged with a criminal offence? Yes/No  *If Yes please give full details:* | |
| Have you ever been convicted of a criminal offence? Yes/No  *If Yes please give full 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 |  |
| No. of employees directly reporting to you (if appropriate) |  |
| Current salary (including benefits) |  |

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

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Please give details of any prolonged period of absence in your teaching 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:  Professional Email Address:  Telephone/Fax Nos: | Referee No 2:  Please state in what  capacity known:  Professional Email Address:  Telephone/Fax Nos: |

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

**In accordance with child protection guidelines I agree that the School may approach any previous employer for a reference.**

**I acknowledge that any offer of employment will be provisional pending a Disclosure application to the Criminal Records Bureau 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.**

*Please note the College’s positions are subject to an enhanced Criminal Records Bureau Disclosure. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Tianjin is also committed to equality and diversity.* *Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.*

**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:* [posts.tianjin@wellingtoncollege.cn](mailto:posts.tianjin@wellingtoncollege.cn). |