



WELLINGTON COLLEGE
INTERNATIONAL
TIANJIN

APPLICATION FORM ACADEMIC STAFF

WeareWellington

APPLICATION FORM ACADEMIC STAFF

PERSONAL INFORMATION

Post(s) Applied For		PLACE PASSPORT PHOTO HERE
Start Date:		
Title	First Names	
Surname		
Date of Birth (dd/mm/yyyy)		
Nationality		

CONTACT DETAILS

Home Address	
Post Code	Country
Mobile	Other
Email Address	
Skype ID	
Status	Name of spouse
Names and Ages of Dependants	
If applicable, what would your spouse/partner do in China if you secure a position at Wellington?	
Is there any type of work that you cannot do for health reasons? Yes/No	
If Yes please give details of limitations:	

EMPLOYMENT HISTORY

EMPLOYMENT HISTORY

please list most recent first

From dd/mm/yy	To dd/mm/yy	Full time/ Part time/ Voluntary	Name, address & contact number of employer	Type & size of school / college	Position held & salary	Reason for leaving

Please provide an explanation of any gaps in your employment

EDUCATION / QUALIFICATIONS

please list most recent first

From dd/mm/yy	To dd/mm/yy	Name of university / school	EXAMINATIONS PASSED	
			Subject & Grade	Date awarded

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RELEVANT COURSES ATTENDED DURING THE LAST 2 YEARS

Course	Organised by	Dates	Duration

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?

0-3 4-10 11-20 21-29 30+

Please give details of any extended periods of absence (11-20+ days)

HOBBIES AND INTERESTS

A commitment to our extra-curricular programme is central to the professional expectations of staff at Wellington. Please give details of your hobbies and interests, as well as an outline of your level of proficiency.

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SAFEGUARDING AND CHILD PROTECTION

Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

You are required to say whether you have any convictions, cautions, reprimands or final warnings.

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:

Have you ever been subject to any disciplinary process related to safeguarding of children by an employer? Yes/No

If Yes please give full details:

Have you ever been disqualified from working with children? Yes/No

If Yes please give full details:

REFERENCES

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.

Referee No 1	
Address	
Please state in what capacity known	
Professional email address	Telephone/Fax Nos

Referee No 2	
Address	
Please state in what capacity known	
Professional email address	Telephone/Fax Nos

Referee No 3	
Address	
Please state in what capacity known	
Professional email address	Telephone/Fax Nos

In accordance with child protection guidelines, I agree that Wellington College International Tianjin 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.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form constitute an offence and could result in my application being rejected or summary dismissal and possible referral to the police if appropriate.

I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

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.....

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

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