**Application for Employment（ Expat Staff）**

(Applications must be completed in BLOCK CAPITALS in black ink or type)

Recent Photo

1. **PERSONAL DETAILS**

Surname/Family Name: First Names(s): Title:

Currently Residence Address/Postcode:

Work Tel No: Mobile No:

Email address: Date of Birth: Nationality:

From where you know the recruiting information?

Oversea teaching experience: yes □ no □

Years of teaching/ relevant experience:

Applying for: Full Time □ Part Time □

1. **EDUCATION AND QUALIFICATIONS**

Starting with the most recent, please list academic and professional qualifications, together with grades:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of Institution** | **Major and Minor** | **Year of Award** | **Grade Awarded** |
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1. **PRESENT EMPLOYMENT**

Name of Employer: Address:

Job Title:

Main Responsibilities/job description:

Start date: Full-time/part-time:

1. **PREVIOUS EMPLOYMENT**

*(Please include ALL previous employment in the last 10 years)*

|  |  |  |
| --- | --- | --- |
| *1）Name of Organization* |  | *Main Responsibilities/job description:* |
| *Position/Job title* |  |
| *Start date & end date* |  |
| *Type of Work (PT/FT)* |  |
| *2）Name of Organization* |  | *Main Responsibilities/job description:* |
| *Position/Job title* |  |
| *Start date & end date* |  |
| *Type of Work(PT/FT)* |  |
| *3）Name of Organization* |  | *Main Responsibilities/job description:* |
| *Position/Job title* |  |
| *Start date & end date* |  |
| *Type of Work(PT/FT)* |  |
| *4）Name of Organization* |  | *Main Responsibilities/job description:* |
| *Position/Job title* |  |
| *Start date & end date* |  |
| *Type of Work(PT/FT)* |  |
| *5）Name of Organization* |  | *Main Responsibilities/job description:* |
| *Position/Job title* |  |
| *Start date & end date* |  |
| *Type of Work(PT/FT)* |  |

*(Please continue on an additional sheet if extra space is needed. Please put your name and the position you are applying for on any additional sheets.)*

1. **SUPPORTING STATEMENT**

**Please explain below how you consider your qualifications, experience and skills to be relevant to the post you are applying for. You must address all the points on the person specification. Please include details of additional activities which may not be covered elsewhere.** (Please continue on another page if needed.)

1. **SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**

Please list any additional training or competencies that you would like us to consider in support of your application:

1. **REFEREES**

Please give the name and contact details of **3** people who have agreed to act as referees on your behalf, **one of whom must be your present or most recent employer.** You agree these references will, at the request of the referee, be kept confidential between the referee and the company.

1)Name: Organization:

Address:

Telephone No: Fax:

Email: Postcode:

Can we take this reference further

without consultation with you? Yes / No Relationship to you:

2)Name: Organization:

Address:

Telephone No: Fax:

Email: Postcode:

Can we take this reference further

without consultation with you? Yes / No Relationship to you:

3)Name: Organization:

Address:

Telephone No: Fax:

Email: Postcode:

Can we take this reference further

without consultation with you? Yes / No Relationship to you:

1. **OTHER PERSONAL INFORMATION**

Are you known to any member of the appointing committee or any school staff? Yes / No If Yes, please specify:

1. **How did you find out about this vacancy? (Please list media or website)**
2. **Do you have a criminal record from any country around the world?**
3. **DECLARATION**

I have completed all sections 1-11.

Signed:

Date: dg

*I hereby confirm that the information provided above, and in any attachments, is correct and understand that any false statement could result in my application or appointment being terminated.*

*I also give permission for Beijing Chaoyang Kaiwen Academy to contact the universities/institutions from which I obtained my qualifications to verify that they are true and valid.*

**面试反馈表**

**Interview Feedback Form**

*Please complete this assessment form and return it to HR office, thank you.*

请填写此表格后交还人力资源部，谢谢。

|  |  |
| --- | --- |
| Applicant Name(姓名) : | Position Sought(应聘职位)： |

**File Assessed by(审核人)：**

* Head of School/Vice Principal校长/副校长 □COO运营总监
* Director of Curriculum and Instruction 课程教学总监 □Dept. Director 部门总监
* Coordinator/Subject Leader 协调员/学科主管 □HR Director 人力资源总监

|  |
| --- |
| **Comments 审核意见：** |

**□Reject回绝 □Offer 发放录用通知 □ Others其他（Please indicate below请说明）**