

JOB APPLICATION FORM

(Academic Posts)

 JOB APPLICATION FORM 

 *(please upload a recent photo here)*

Please fill in this form ensuring all sections are complete. The information is required to ascertain your suitability for interview and is also required under Child Protection regulations. Failure to complete the form fully may delay or hinder your application.

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| --- |
| **POST APPLIED FOR:** **PLEASE STATE WHERE YOU SAW THE VACANCY ADVERTISED:**  |

## PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix:***(Mr/Mrs/Ms)* |       | **Surname:** |       | **First Name:** |       |
|  | *(Must be same as the name on passport)* |
| **Date of birth:** |      *(dd-mm-yyyy)* | **Nationality:** |       | **Passport/ID Number:** |       |
| **Contact Numbers** | **Office** |       | **Email:** |       |
| **Home** |       | **Correspondence Address:** |       |
| **Mobile** |       |
| **Are you a Qualified Teacher?** | [ ]  **Yes** | **QTS Number or****Teaching Certificate Number:** |       |
| [ ]  **No** |  |
| **Dependent(s):** | [ ]  **Spouse/Partner** | **Skype ID:**      *(for interview purpose)* |
| [ ]  **Child(ren) / Age(s):**       |

## CURRENT EMPLOYMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer***(Name and address)* | **Post Held** | **Dates of Employment***(mmm/yyyy)* | **Reason for Leaving** |
|       |       |       to       |       |
| **Brief description of duties of current post:** Monthly basic salary:       Fringe benefits:      Period of Notice Required:       |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer***(Name and address)* | **Post Held** | **Dates of Employment***(mmm/yyyy)* | **Reason for Leaving** |
|       |       |       to       |       |
|       |       |       to       |       |
|       |       |       to       |       |
|       |       |       to       |       |
| GAPS IN EMPLOYMENT HISTORYIf there are any gaps in your employment history e.g. sabbaticals or looking after children, please provide details and dates:       |

## EDUCATION HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Universities***(name and country)* | **Qualifications gained***(include level of degree)* | **Awarding Body** | **Date***(mm/yyyy)* |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School** *(name and country)* | **Qualifications gained***(including grade)* | **Awarding Body** | **Date***(mm/yyyy)* |
|       |       |       |       |

**CPD TRAINING/COURSES ATTENDED WITHIN LAST THREE YEARS**

|  |  |  |
| --- | --- | --- |
| **Course/Conference** | **Qualification/Certificate** | **Date***(mm/yyyy)* |
|       |       |       |
|       |       |       |
|       |       |       |

## VOCATIONAL SKILLS/TRAINING IN PROGRESS

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Qualifications sought** | **Date commenced** | **Date studies expected to finish** |
|  |  |  |  |

**PERSONAL STATEMENT**

|  |
| --- |
| Please include any leadership qualities, achievements and positions of responsibility held at school, university of subsequently which are relevant to this position       |

**INTERESTS**

|  |
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| **Please note here your leisure interests, sports (including whether you hold any formal coaching qualifications), military interests, hobbies, and other pastimes. Please include details regarding what you can offer in respect of active support for co-curricular activities.**       |

## REFERENCES

Please provide below details of three referees.

**These people must have known you for over 2 years and must not be family members**

Please note: If you are selected for interview we will request a written reference from your referees. **Please inform us here if you do not wish us to contact your current employer at this stage.**

**Referee 1 – Current Employer**

|  |  |
| --- | --- |
| Name:  |       |
| Address:  |       |
| Telephone:  |       |
| Email address:  |       |
| Professional Relationship:  |       |

**Referee 2**

|  |  |
| --- | --- |
| Name:  |       |
| Address:  |       |
| Telephone:  |       |
| Email address:  |       |
| Relationship to Referee:  |       |

**Referee 3**

|  |  |
| --- | --- |
| Name:  |       |
| Address:  |       |
| Telephone:  |       |
| Email address:  |       |
| Relationship to Referee:  |       |

**DISCLOSURE**

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| Please note that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. Applicants must not have been disqualified from working with children in any jurisdiction, and should not be subject to any sanctions imposed by a regulatory body. Have you been convicted by the courts of any country of any criminal offence?[ ]  **YES** **[ ]  NO**Is there any relevant court action pending against you in any country?[ ]  **YES [ ]  NO**Have you ever received a caution, reprimand or final warning from the police in any country?[ ]  **YES [ ]  NO**Have you been disqualified from working with children in any country or jurisdiction?[ ]  **YES [ ]  NO**If answering "YES" to any of the questions above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.  |

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| Please state below any family or close relationships with current employees of Malvern College, Malvern College Chengdu, any other Malvern College-branded school anywhere in the world, or Babylon Education:      |

|  |
| --- |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
* I consent to the College 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 College making direct contact with the people specified as my referees to verify the reference.
* I consent to the College sharing the information in this application and any related information with relevant staff at Malvern College UK

Signed:       Date:       |

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM, TOGETHER WITH A RESUME TO THE HUMAN RESOURCES DEPARTMENT:** hr@malverncollege.org.hk