



WELLINGTON COLLEGE
CHINA

惠灵顿(中国)

STAFF APPLICATION FORM

NAME OF CANDIDATE: _____



STAFF APPLICATION FORM

| School applied for | Post(s) applied for | Start date |
|--------------------|---------------------|------------|
| | | |

| Personal information | | | |
|----------------------|---------------|---------|----------------------------------|
| Title | Given name(s) | Surname | Previous surname (if applicable) |
| | | | |

| Date of birth | Age | Nationality | Current country of residence | Other passports held |
|---------------|-----|-------------|------------------------------|----------------------|
| | | | | |

| Address | |
|---------|----------|
| | |
| | |
| | Postcode |

| Candidate contact details | |
|---------------------------|----------|
| Mobile | Other |
| Email | Skype ID |

| Emergency contact details (optional) | |
|--------------------------------------|---------------------|
| Name | Relationship to you |
| Mobile | Email |

| Legal next of kin contact details (optional) | |
|--|---------------------|
| Name | Relationship to you |
| Mobile | Email |

| Family details |
|---|
| Marital status |
| Name and age of spouse |
| |
| Name and age of children |
| |
| If applicable, what would your spouse/partner do in China if you secure a position at Wellington? |
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| | | |
|--|-----|----|
| Is there any type of work that you cannot do for health reasons? | Yes | No |
| If YES please give details of limitations | | |
| | | |

| Education/ Qualifications (please list most recent first) | | | |
|---|-----------------|-----------------------------------|-------|
| Name of school/ college/ university | Period of study | Subject and type of qualification | Grade |
| | | | |
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| Details of employment (please list most recent first) | | | |
|---|---------------|-----------------------------|------------|
| Name and address of school(company) | Position held | Brief description of duties | Dates held |
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| For your current / last school (company) | |
|--|--|
| Number of pupils in current school and age range(if appropriate) | |
| Number and type of staff directly reporting to you(if appropriate) | |
| Gross salary and details of benefits | |

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If applicable, please provide the reason why you have been employed in your current role for less than 2 years, or why there is a gap during your employment since the commencement of your teaching career for academic positions, or in the last 5 years for non-academic positions.

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Relevant courses attended during the last 3 years

| Course | Organised by | Dates | Duration |
|--------|--------------|-------|----------|
| | | | |
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Hobbies and interests

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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 | | | | |
| Please give details of any prolonged period of absence in your professional career | | | | |

Additional information

Please provide any additional information you consider to be relevant to your application

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STAFF APPLICATION FORM

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: | | |
| | | |

STAFF APPLICATION FORM

References

Please give name, address, telephone/fax numbers and email address of TWO/THREE referees. We may contact any referee or previous employer without further reference to you, unless you request otherwise.

For academic post applicants, we must have a minimum of two written reference checks from candidates':

- Current Principal (Essential)
- Current Line Manager if different or otherwise one other person in position of seniority in current or previous role (Essential)
- Anyone else in position of seniority in current or previous role (optional)

For non-academic post applicants, we require two written references from current/past employers within 5 years, one of which should be from the current direct line manager and both should be from people in positions of seniority.

Contact details provided must be the referee's professional/work contact details. Personal email addresses are not accepted. If you have to provide personal contact details, please explain the reason.

Reference 1 (please state in what capacity known)

| | |
|----------------------|----------|
| Name | Position |
| Company | |
| Address | |
| Telephone/ Facsimile | |
| Email | |

Reference 2 (please state in what capacity known)

| | |
|----------------------|----------|
| Name | Position |
| Company | |
| Address | |
| Telephone/ Facsimile | |
| Email | |

Reference 3 (please state in what capacity known)

| | |
|----------------------|----------|
| Name | Position |
| Company | |
| Address | |
| Telephone/ Facsimile | |
| Email | |

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In accordance with child protection guidelines, I agree that Wellington College China 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 or equivalent 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 or equivalent. 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 China 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

How did you hear about opportunities in Wellington College China?

Other (please specify)

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 2MB
(professional dossiers with photographs and copies of open references/testimonials are not required)