



WELLINGTON COLLEGE
CHINA
惠灵顿中国

Application Form Wellington College China

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|----------------------|-------------|
| Post(s) applied for: | Start Date: |
|----------------------|-------------|

1. Personal information

| | | | |
|---|---|----------|-------------------|
| Mr Mrs Ms Miss | First Names: | Surname: | Previous Surname: |
| Address: Postcode (if applicable): | Date of Birth: | Age: | |
| | Nationality: | | |
| | Telephone numbers: Daytime Evening: | | |
| | Email address: | | |
| Family Situation: Single/Married | | | |
| Number of Children: Name and ages of dependants: | | | |

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 convicted of a criminal offence? Yes/No
If Yes please give details:

2. Education / Qualifications (please list most recent first)

| Name of School/College/University | Period of Study | Subject and type of qualification | Grade |
|-----------------------------------|-----------------|-----------------------------------|-------|
| | | | |

3. 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 (if applicable) | |
| No. of employees directly reporting to you (if appropriate) | |
| Current salary (including benefits) | |

4. Relevant courses attended during the last 3 years

| Course | Organised By | Dates | Duration |
|--------|--------------|-------|----------|
| | | | |

5. Hobbies and interests

6. 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

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

7. Additional information:

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

8. 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, unless you request otherwise.

Referee No 1:

Please state in what capacity known:

Email Address:

Telephone/Fax Nos:

Referee No 2:

Please state in what capacity known:

Email Address:

Telephone/Fax Nos:

Referee No 3:

Please state in what capacity known:

Email Address:

Telephone/Fax Nos:

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 Disclosure and Barring Service (DBS) 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.

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: join@wellingtoncollege.cn