



WELLINGTON COLLEGE
CHINA
惠灵顿中国

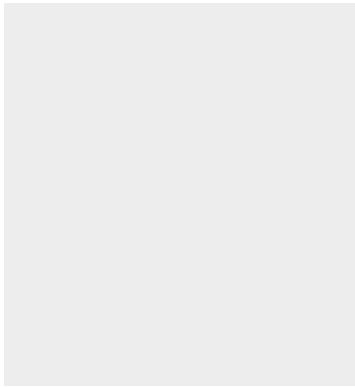


惠立教育
HUILI EDUCATION

NON-ACADEMIC STAFF APPLICATION FORM



NON-ACADEMIC STAFF APPLICATION FORM

Post(s) applied for		Start date	Please attach a recent photograph 
Personal information			
Title	First name(s):	Surname	
Date of birth		Nationality	
Address			
			Postcode
Contact details			
Mobile:			
Email:			
Skype ID:			
Family details			
Marital status:			Single Married
Number of Children:			
Name and Ages of Dependents:			
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 provide details in a separate letter			

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Education/ Qualifications (please list most recent first)			
Name of school/ college/ university	Period of study	Subject and type of qualification	Grade

Details of employment (please list most recent first)			
Name and address of school	Position held	Brief description of duties	Dates held

For your current / last school	
No. of employee in current company	
No. of employees directly reporting to you (if appropriate)	
Current salary (including benefits)	
Package expectation	

Relevant courses attended during the last 3 years

Hobbies and interests

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+
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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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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 1 (please state in what capacity known)

Email Address:

Telephone/Fax Nos:

Referee 2 (please state in what capacity known)

Email Address:

Telephone/Fax Nos:

Referee 3 (please state in what capacity known)

Email Address:

Telephone/Fax Nos:

In accordance with child protection guidelines I agree that the School 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.

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