



WELLINGTON COLLEGE  
BILINGUAL HANGZHOU  
杭州市萧山区惠立学校

## NON-ACADEMIC STAFF APPLICATION FORM

### 1. Personal information

Post(s) applied for:  Start date: _____  Mr/Mrs/Miss/Ms:  First name(s):  Surname:  Date of birth:  Nationality:	Please attach a <u>recent</u> photograph
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<u>Address:</u>	<u>Contact details:</u>  Mobile: Other: 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 <i>If YES please give details of limitations:</i>	
Have you ever been convicted of a criminal offence? Yes/No <i>If Yes please give details:</i>	

**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 of company	Position held	Brief description of duties	Dates held

No. of employee in current company	
No. of employees directly reporting to you (if appropriate)	
Current salary (including benefits)	

**4. Relevant training 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

## 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 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: [jobs.bilingualhangzhou@wellingtoncollege.cn](mailto:jobs.bilingualhangzhou@wellingtoncollege.cn)*