

APPLICATION FORM

**职位申请表**

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***Sapiens qui prospicit***

**Wise is the person who looks ahead智者前瞻**

 JOB APPLICATION FORM 

 *(Please upload a recent photo here)*

*（请在此处上传本人照片）*

Please fill in this form and ensure all sections are completed. The information is required to ascertain your suitability for interview, and it is also required under Child Protection regulations. Failure to fully complete the form may delay or hinder your application. 根据儿童保护条例与本校招聘流程，请完整填写此表。未完整填写此表将影响你的工作申请及面试安排。

***\*Please fill in this form in both English and Chinese. 请用中英文双语填写此表。***

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| **POST APPLIED FOR 申请职位:** **PLEASE STATE WHERE YOU SAW THE VACANCY ADVERTISED 请说明你在何处看到我们的招聘信息:** |

## PERSONAL DETAILS 个人信息

|  |  |
| --- | --- |
| Mr/ Mrs/ Miss/ Ms/ Dr/ Other 称谓:      First Name 名:      Surname 姓:      Previous First Name 曾用名:      Previous Surname曾用姓:      Date of Birth出生日期:      English Name 英文名:       | Daytime Telephone No. 座机:      Evening Telephone No. 办公电话:      Mobile 手机:      Email 邮箱:       |
| ID No./Passport No. 身份证号:      Qualified Teacher Status held 是否持有教师资格证:[ ] YES 是/ [ ] NO 否QTS Number or equivalent 教师资格证编号:       | Contact Address 联系地址:      Postcode 邮编:       |

## PRESENT OR LAST EMPLOYER - however if you are currently unemployed please state the date from which you ceased to be employed and then advise of your last employment under previous employment below.

**目前或最近一份工作** – 如你目前处于未就业状态，请填写最近一次的工作相关信息。

|  |  |  |  |
| --- | --- | --- | --- |
| Employer 工作单位信息(Name and address) 单位姓名和地址 | Post Held 职务/岗位名称 | Dates of Employment (month and year)在职时间 | Reason for Leaving离职原因 |
|       |       | From从       To至       |       |
| Brief description of duties of current post 目前工作岗位职责描述:      Current salary 目前薪资:       Current benefits 目前福利:      Period of notice required 离职所需时间:       |

**PREVIOUS EMPLOYMENT工作经历**

Please give full details of your entire career to date. Please use a continuation sheet if necessary.

请详细填写之前的工作经历，如表格不够填写，请续页填写。

|  |  |  |  |
| --- | --- | --- | --- |
| Employer工作单位信息(Name and address) 单位姓名和地址 | Job Title工作岗位 | Dates of Employment (month and year)在职时间 | Reason for Leaving离职原因 |
|       |       | From从     To 至      |       |
|       |       | From从     To 至      |       |
|       |       | From 从     To 至      |       |
| GAPS IN EMPLOYMENT HISTORY待业史If there are any gaps in your employment history e.g. sabbaticals or looking after children, please provide details and dates 如有待业经历，请填写具体的事项和日期：      |

## EDUCATION HISTORY教育经历

|  |  |  |  |
| --- | --- | --- | --- |
| College/Universities大学学校名称      | Degree(s)/ Qualification(s) gained学历/学位证名称      | Major所学专业名称      | Gruduation Date毕业日期      |

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| --- | --- | --- | --- |
| Secondary/further education高中或继续教育学校名称      | Qualifications gained所获证书(including grade)      | Awarding Body发证机构      | Gruduation Date毕业日期      |

CPD TRAINING/COURSES ATTENDED WITHIN LAST THREE YEARS **最近三年参加过的培训**

|  |  |  |
| --- | --- | --- |
| Course/Conference 课程      | Qualification/Certificate 证书      | Date 日期      |

## VOCATIONAL SKILLS/TRAINING IN PROGRESS 正在参加的培训

|  |  |  |  |
| --- | --- | --- | --- |
| Subject主题:      | Qualifications sought将要取得的资质:      | Date commenced资质获取日期:      | Date studies expected to finish研究结束日期:      |

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| PERSONAL STATEMENT: Please including any leadership qualities, achievements and positions of responsibility held at school, university of subsequently which are relevant to this position 自我陈述：请描述在过去的工作或学校中，你认为你拥有的适合成都墨尔文学校的精神品质/成就/工作职责     Please use a continuation sheet if necessary.如有需要，请续页填写。 |

**INTERESTS业余爱好**

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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. 请填写你的业余爱好。      Please use continuation sheet if necessary. 如有需要，请续页填写。 |

## REFERENCES 推荐人

Please provide below details of three referees. 请提供满足以下需求的三名推荐人：

**These people must be your former line manager(s), HR manager(s) and colleague(s). 推荐人需为你的前直属上司、人力资源部门主管或同事。**

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.

一旦进入面试，我们将收集推荐信息，若认为在目前阶段不便联系您现任上级，请告知。

**Referee 1 – Current/Former Employer**

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| Name姓名:       |
| Employer 公司名称:       |
| Telephone电话:       |
| Email address邮件:       |
| Professional Relationship与你的职场关系:       |

**Referee 2**

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| --- |
| Name姓名:       |
| Employer 公司名称:       |
| Telephone电话:       |
| Email address邮件:       |
| Relationship to Referee:       |

**Referee 3**

|  |
| --- |
| Name姓名:       |
| Employer 公司名称:       |
| Telephone电话:       |
| Email address邮件:       |
| Relationship to Referee:       |

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| **DISCLOSURE 公开信息**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**你有任何犯罪记录吗？ [ ] 是/[ ] 不是Is there any relevant court action pending against you in any country? **YES/NO**有没有任何法律问题悬而未决？ [ ] 是/[ ] 不是Have you ever received a caution, reprimand or final warning from the police in any country? **YES/NO**你有没有收到警察的警告，训斥或最后通牒？ [ ] 是/[ ] 不是Have you been disqualified from working with children in any country or jurisdiction? **YES/NO**在其他国家或机构从事与小孩相关工作时，你有没有被取消工作资格？ [ ] 是/[ ] 不是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.以上问题任何一项回答“是”，请在另外一张纸上写明原因，并与你的申请表一起装入信封，注明“机密”字样。 |

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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请申明你是否有任何家庭成员或关系亲密的人在墨尔文工作，包括成都墨尔文，青岛墨尔文或贝隆教育：       |

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| * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge. 我确认此申请表里的信息真实和正确。**
* **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. 我深知提供虚假信息是一种犯罪行为,可能导致我的申请被拒绝或(如果虚假信息被暴光后任命)被解雇,可能导致刑事犯罪。**
* **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.因招聘和选拔过程的需要，我同意学校对这些信息的处理，包括一些“敏感”信息。**
* **I consent to the College making direct contact with the people specified as my referees to verify the reference.我同意学校直接联系我的推荐人来验证我的人格和品德。**
* **I consent to the College sharing the information in this application and any related information with relevant staff at Malvern College UK. 我同意学校将此表的信息在必要时分享给英国墨尔文学院。**

Signed:       Date:      **签名 日期** |

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM, TOGETHER WITH A RESUME TO THE HUMAN RESOURCES DEPARTMENT. 请完成此表，连同个人简历一并回传人力资源部，谢谢！**