



HARROW
INTERNATIONAL SCHOOL
HONG KONG

EMPLOYMENT APPLICATION FORM

Please complete all the sections, but do not re-size the text boxes and alter the page breaks.

POST FOR WHICH YOU WISH TO BE CONSIDERED:

Post:	Date:
Expected remuneration:	Date available:

PERSONAL DETAILS

Title:	Surname in English:	Forenames in English:
Name in Chinese:		
Residential Address:		
Home Telephone Number:	Work Telephone Number:	Mobile Telephone Number:
H.K.I.D. Card / Passport no.:	Email Address:	
Do you need a working permit to work in Hong Kong? *Please tick as appropriate	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been dismissed or forced to resign from any previous employment? If yes, please give details.	YES <input type="checkbox"/> NO <input type="checkbox"/> Details (continue in the supporting statement if required):
Have you ever been involved in a disciplinary procedure relating to children? If yes, please give details including the outcome of the procedure.	YES <input type="checkbox"/> NO <input type="checkbox"/> Details (continue in the supporting statement if required):
Have you ever been convicted of any criminal offence? <i>All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment. However, this post is subject to an Enhanced Criminal Records Bureau Disclosure in the event of a successful application.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If you have ever been convicted of any criminal offence, please send details in a separate sealed envelope marked 'confidential' which will be opened by the Head Master and subsequently destroyed.</i>

EDUCATION HISTORY (starting with the most recent school attended)

From	To	Name, Country (e.g., HKU, HK)	Qualification (e.g., HKAL)	Awarded Date

PROFESSIONAL QUALIFICATIONS (starting with the one most related to our vacancy)

Name of professional body (e.g., ACCA)	Membership (e.g., Fellow)	Year obtained

EMPLOYMENT RECORD

Please provide details of your most recent employment history in reverse chronological order. You should include any period without employment with reasons.

Employer:	Employed period: From	To
Nature of business:	Office telephone no.:	
Job title:	Reporting to:	
Responsibilities:		
Monthly salary:	Annual leave:	
Other fringe benefits:	Reason for leaving:	

Employer:	Employed period: From _____ To _____
Nature of business:	Office telephone no.:
Job title:	Reporting to:
Responsibilities:	
Monthly salary:	Annual leave:
Other fringe benefits:	Reason for leaving:

Employer:	Employed period: From _____ To _____
Nature of business:	Office telephone no.:
Job title:	Reporting to:
Responsibilities:	
Monthly salary:	Annual leave:
Other fringe benefits:	Reason for leaving:

Employer:	Employed period: From _____ To _____
Nature of business:	Office telephone no.:
Job title:	Reporting to:
Responsibilities:	
Monthly salary:	Annual leave:
Other fringe benefits:	Reason for leaving:

SKILLS/ LANGUAGE

English Typing Speed: wpm	Chinese Typing Speed: wpm
Language: <i>*Please tick as appropriate</i>	
English: <input type="checkbox"/> Native <input type="checkbox"/> Fluent <input type="checkbox"/> Beginning	
Cantonese: <input type="checkbox"/> Native <input type="checkbox"/> Fluent <input type="checkbox"/> Beginning	
Mandarin: <input type="checkbox"/> Native <input type="checkbox"/> Fluent <input type="checkbox"/> Beginning	
Other: <input type="checkbox"/> Native <input type="checkbox"/> Fluent <input type="checkbox"/> Beginning ()	
Computer Skills:	

REFERENCES

Please give details of two referees from whom confidential references may be obtained and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should be your present employer. Please be advised that we will contact your referees upon confirmation of your appointment and send them a reference form unless otherwise instructed by you.

Referee 1:

Name:	Job Title:
Company:	Years Known:
Email Address:	Telephone Number:

Referee 2:

Name:	Job Title:
Company:	Years Known:
Email Address:	Telephone Number:

If you are not currently working with children but have done so in the past, a third referee should be given being the employer with whom you were most recently employed working with children.

Referee 3:

Name:	Job Title:
Company:	Years Known:
Email Address:	Telephone Number:

Do you have any family or close relationships to existing employees or governors? If yes, please give details:	YES <input type="checkbox"/> NO <input type="checkbox"/> Details:
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DECLARATION

- I am aware that the post for which I am applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and, therefore, that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been disqualified from working with children, am not named on List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (such as the General Teaching Council) and (delete as appropriate below):

EITHER I have no convictions, cautions and bind-overs.

OR I have attached details of any convictions, cautions and bind-overs in a sealed envelope marked ‘confidential’.

- I confirm that the information given in this application for employment (including any supporting documents) is correct and complete and subject to verification by this School. I understand that false or misleading information could result in my application being rejected or nullify any subsequent contract of employment if it comes to light after appointment.
- While employed by this School, I agree not to engage in any other business or employment without the consent of the School.
- I consent to Harrow International School Foundation Limited processing the information given on this form, including any sensitive information, as may be necessary during the recruitment and selection process.

Signature

Date

Please return your completed application form:

Email: recruitment@harrowschool.hk

SUPPORTING DOCUMENT

In the box below, please explain why this post is of particular interest to you and why you are suitable for it.

You may extend this box as required



HARROW
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Reference Check Consent

TO WHOM IT MAY CONCERN

I, _____ (Printed Full Name), holder of HKID card / Passport no. _____ hereby authorise and request any of my present or former employers, relevant institutions, or other persons knowing about my personal data, to provide my potential or current employer, Harrow International School Foundation Limited, with any and all my information with regard to my previous employment records without notice given to me.

I agree that an electronic copy of this authorisation will be accepted with the same authority as the original.

Signature

Date

Human Resources Department
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www.harrowschool.hk