



HARROW
INTERNATIONAL SCHOOL
HONG KONG

APPLICATION FOR A GAP TUTOR APPOINTMENT

PERSONAL DETAILS

Title:	Surname:	Forenames:
Permanent address:	Correspondence address (if different):	
Postcode:	Postcode:	
School name:	Home telephone number:	
Address:	Mobile telephone number:	
Postcode:	Skype ID:	
Nationality:	Date of birth (dd/mm/yy):	Email address:
Have you ever been dismissed or forced to resign from any employment?	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 the safety and welfare of 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>

Harrow International School Hong Kong
38 Tsing Ying Road, Tuen Mun, New Territories, Hong Kong
Tel: +852 2824 9099 Fax: +852 2824 9928
www.harrowschool.hk

EDUCATION

Schools attended (name, type and location) from the age of 11 (current school first)	From	To

Please give details of your public examination results and/or public examinations to be taken.

GCSE subjects	Grades	Date
AS-Level subjects	Grades	Date
A-Level subjects	Grades	Date
IB Diploma subjects	Grades	Date

Please give details of major responsibilities you have been given at school.

Details of the responsibility	Date
School and external extra-curricular achievements (give details of any relevant awards/prizes, sports teams, musical instrument grades, roles in drama productions, DofE Awards, etc) and interests (hobbies, pastimes)	Date

WORK EXPERIENCE, EMPLOYMENT AND VOLUNTARY WORK

Please provide details of any work experience, paid or voluntary work you have done (most recent first).

Date from/to	Name of Employer/Organisation	Role

MEDICAL

<p>Do you suffer from any medical condition which may affect your ability to work overseas and give effective, continuous service of Harrow International School Hong Kong? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Details:</p>
<p>How many days have you been absent from school in the last 12 months? On how many occasions? For what reason(s)?</p>	<p>____ day(s) ____ occasion(s) Details:</p>
<p>Give details of any prolonged period of absence at any stage in your school life.</p>	<p>Details:</p>

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 Head teacher or his/her representative. Please be advised that we will contact your referees and send them a reference form unless otherwise instructed by you. Referees will be specially asked about your suitability to work with children and any disciplinary offences.

Name:	Tel:
Position:	Email:
School:	Fax:

Name:	Tel:
Position:	Email:
School:	Fax:

Do you have any family or close relationships to existing Harrow School or Harrow International Schools employees or governors? If yes, please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
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DECLARATION

The following declaration is standard procedure of any school post:

1. 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 work with children, am not named on List 99 or the Protection of Children Act List, 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'.

2. I confirm that the information given in this application for employment (including any supporting documents) is correct and complete. I understand that false or misleading information could result in my application being rejected or nullify and subsequent contract of employment if it comes to light after appointment.
3. I consent to Harrow International School Hong Kong processing the information given on this form, including any sensitive information, as may be necessary during the recruitment and selection process.

E-Signed	<input type="text"/>	Date	<input type="text"/>
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Please return your completed application form by Email to: recruitment@harrow.school.hk

SUPPORTING STATEMENT

Please explain why this post is of particular interest to you and why you are suitable for it.