

EMPLOYMENT APPLICATION FORM

NON-TEACHING POSITIONS (EDUCATIONAL SUPPORT STAFF)

1. THE POST

Post applied for:	
Expected remuneration:	
Notice period:	

2. PERSONAL DETAILS

Title:	Surname in English:	Forenames in English:
Name in Chinese:		
Residential Address:		
Contact Number:	Email Address:	
Do you need a working permit to work in Hong Kong? *Please tick as appropriate	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify:	

3. EDUCATION (starting with the most recent qualification obtained)

Name of institution	Qualification	Date of commencement	Date of award

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

Name of professional body	Qualification	Date of commencement	Date of award

5. EMPLOYMENT RECORD

Please provide details of your FULL employment history, with most recent post first. Any periods such as maternity leave, sabbaticals or unemployment must be included.

From/To	Name of employer	Position	Responsibilities	Reason for leaving

Monthly salary of latest employment:

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Annual leave of latest employment:

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Other fringe benefit of latest employment:

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6. SKILLS/LANGUAGE

Language: **Please tick as appropriate*

English:	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Beginner
Cantonese:	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Beginner
Mandarin:	<input type="checkbox"/> Native	<input type="checkbox"/> Fluent	<input type="checkbox"/> Beginner

Other language:

Technology Skills:

7. 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, they should be your present employer and your former 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.

Name		Position	
School/ Company			
Professional relationship to you			
Email address		Contact 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.

Name		Position	
School/ Company			
Professional relationship to you			
Email address		Contact number	

8. SUPPORTING STATEMENT

Please state how you meet our requirements and why this post is of interest to you. (Maximum 1,000 words):

9. FURTHER INFORMATION

Do you know anyone who works at Harrow currently or previously? If yes, please give details.

10. SAFEGUARDING SELF DECLARATION

1. Have you ever been the subject of a investigation bar, partial bar, warning or other action by a secretary of state the Independent safeguarding authority or any competent authority (including police, arbitral body, governmental regulatory authority or agency, domestic or foreign) in any jurisdiction in relation to working with children, sexual related crimes, unethical conduct, abusive conduct or any other misconduct?

2. Were you the subject of any court order, judgment or decree, which was not subsequently reversed, suspended, or vacated? Do you have any convictions, cautions, reprimands or final warnings?

3. Do you have any convictions, charges, reprimands or criminal records outside Hong Kong (Spent or unspent)?

4. Have you ever been subject to any disciplinary sanction by any professional or regulatory body or are you currently the subject of investigation by such a body?

5. Is there a current employment disciplinary finding against you and / or are you currently the subject of an employer's disciplinary investigation?

6. Is there any other information we should know about which may have a bearing on your suitability to work with children or vulnerable adults or activities which could bring the reputation of the School or profession into disrepute?

11. PERSONAL DECLARATION

I declare that the information given in the course of my application and in this form is correct and complete to the best of my knowledge. I understand that if I knowingly give false information or withhold any material information (the "Default"), the Employer has every right to rescind any verbal/written offer of appointment and I acknowledge that I may be dismissed without any compensation at the Employer's sole discretion if the Employer becomes aware of the Default after I am appointed by the Employer.

I am not disqualified from working with children or subject to sanctions imposed by a regulatory body/barred list etc.

I acknowledge that I have read and understood the Personal Information Collection Statement (PICS) in the Appendix and agree to the treatment of my personal data in accordance with the above-mentioned document(s). I understand and agree to the transfer of my personal data outside Hong Kong in accordance with the above-mentioned document(s). I acknowledge and agree that some jurisdiction(s) where my personal data may be transferred to may not have in place data protection laws which are substantially similar to, or serve the same purposes as, the applicable privacy laws of Hong Kong or European Union, if applicable. I agree that this means that my personal data may not be protected to the same or similar level as that in Hong Kong or European Union, if applicable.

I also authorise background investigation of all information and statements contained in this application if I am considered for employment, and I hereby give my consent to the Employer or its delegate to contact the referees listed above to release information regarding my employment and conduct for the consideration of this employment/application.

PERSONAL INFORMATION COLLECTION STATEMENT (PICS):

INTRODUCTION

This Personal Information Collection Statement ("PICS") applies to all job applicants and employees of Harrow International Management Services Limited, Harrow International Schools, Harrow Innovation Leadership Academies and Harrow Little Lions Early Years Centres and/or its subsidiaries (together "the Employer").

As part of its relationship with you, the Employer collects and processes any personal information about you. The Employer is committed to being transparent about how it collects and uses that information and to meeting its information protection obligations.

COLLECTION OF PERSONAL INFORMATION

The Employer collects a range of information about you in connection with your relationship with the Employer. This may include, but is not limited to:

- personal details including but not limited to name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your past and current level of remuneration, including benefit entitlements; and
- information about your entitlement to work in the host country.

This information is collected from you when you decide to apply for a job, enter an employment relationship with the Employer, terminate your employment with the Employer or request to utilize a service offered to its subsidiaries. The Employer may collect this information about you, with your consent, when required by applicable law. The information might be contained in application forms, CV's or resumes, obtained from your passport or other identity documents, collected through interviews or other forms of documents or consent.

You agree for us to collect personal information about you from third parties, such as references supplied by former employers and referees. We will seek information from third parties only once a job offer to you has been made or with your consent.

Information will be stored in a range of places, including on our recruitment portal, in HR management systems and on other Employer's systems including email. Information obtained on physical copies will be stored in a lockable document storage cabinet to protect its confidentiality and security.

USE OF PERSONAL INFORMATION

The Employer may collect, use, or process information where necessary: a) to consider your application at your request before entering a contract with you; and b) to perform its obligations under an employment contract or agreement with you, or other request or transaction requested by you. In some cases, we may need to process information to ensure that we are complying with legal obligations. Failure to supply any personal information requested by the Employer may result in the Employer being unable to process your employment application.

The Employer has a legitimate interest in collecting and using personal information: a) during the recruitment process and for keeping records of the process; and b) during your employment with the Employer and for keeping records after termination of your employment with the Employer.

The collection and use of personal information are essential in connection with the conduct of its human resources and business functions. The Employer uses such personal information for:

- Managing the recruitment process;
- Determining eligibility for employment or engagement;
- Managing employees' work-related benefits and performance management;
- Maintaining our Employer, family of schools, employees and students' security, health, and safety, including the performance of internal audits or investigations;
- Complying with labour and employment statutes and other applicable law; and
- Monitoring recruitment or employment related statistics to carry out its obligations and exercise specific rights in relation to employment.

DISCLOSURE OF PERSONAL INFORMATION

All personal information held by the Employer will be kept confidential, but the Employer may, where such disclosure is necessary to satisfy the purpose, or a directly related purpose, for which the information was collected, provide such personal information with the following recipients:

Asia International School Limited, its family of schools, its subsidiaries and affiliates;
Agents or third party service providers who provide administrative, computer or other services to the Employer; and
Public and Governmental Authorities.

We may also need to share your personal information as required to respond to lawful requests and legal processes; to protect our rights and property and those of our agents, customers, and others, including to enforce our agreements and policies; and in an emergency, to protect the Employer and the safety of our students, schools, and employees or any third party.

PROTECTION of PERSONAL INFORMATION

We take the security of your information seriously and properly in accordance with the requirement of the law. We have internal policies and controls in place to ensure that your information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

If your personal information is shared with a third party, the Employer will require that the third party use appropriate measures to protect the confidentiality and security of your personal information.

The Employer will only retain your personal information for the duration necessary for the purposes of processing as identified by the Human Resources Department, unless there is a legal requirement to maintain it for a longer period.

YOUR RIGHTS

As an information owner, unless otherwise specified by this notice or laws, you have the right to:

- access and obtain a copy of your information on request;
- rectify or correct inaccurate or incomplete personal information;
- require the Employer to submit your personal information to yourself or a designated person; and
- object to the collection, use or disclosure of your information at any time.

If you would like to exercise any of these rights, please contact the Human Resources Department at recruitment@harrowschool.hk.

E-Signed: _____

Date: _____