



Shanghai Concord Bilingual School
上海康德双语实验学校

APPLICATION FORM FOR EXPATRIATE EMPLOYEE

Post applied for:

Personal Details

Title:

Date of birth:

Surname:

Forenames:

Maiden name or any previous names known by:

National Insurance no:

Year(s) of full time teaching experience:

Address:

Post code:

Home telephone no:

Mobile telephone no:

SKYPE address:

WeChat No. if applicable:

Where did you get the recruitment information of SCBS?

Are you registered disabled in the United Kingdom or elsewhere?

If YES, please give details of any special arrangements you would require to attend interview

Please attach a
recent passport
size photograph

Passport Details

Name on Passport:

Gender:

Nationality:

Passport Number & Date of Expiration

Type of Chinese Visa (if applicable):

Visa Number & Date of Expiration

Accompanying Family Members

Name on Passport:

Relationship

Nationality

Passport Number

Education and Qualifications			
Please give details of 'A' levels awarded with grades			
Attended From To		School/College	'A' levels (or equivalent) with grades

Please give details of degrees, post graduate qualifications, and any other professional qualifications			
Attended From To		University/College	Qualification/Subject with grade/level

Present Post and Responsibilities		
Date started	Name and address of employer	Post Title and Responsibilities

Employment History				
Please give details of all previous employment, including previous positions held with your current employer.				
Dates (month/year) From To		Name and address of Employer	Position held	Reason for leaving

Please note: This information will be verified if an offer of employment is made.

Salary & Benefits

1. Please indicate your present annual salary and bonus (amount, currency, before or after tax):

Before tax:

Or After tax:

2. Please indicate your present benefits: relocation allowance, accommodation, airfare allowance, etc. (amount and currency)

Active Interests

Please state any areas where you feel you could make a contribution to Shanghai Concord Bilingual School's extra-curricular programme

Teaching Experience/Continuing Professional Development

Please outline below your teaching experience and skills gained in previous positions, or further information you feel is relevant to the post for which you are applying.

Summary of teaching experience

Additional information relevant to the post

Letter of Application

A separate letter/personal statement to support your application is required.
In addition, you may also supply your CV.

Availability for Interview

Please indicate a time when you would be available for interview.

Referees

Please provide names, addresses and telephone numbers of two referees, one of which should relate, if applicable, to your present post, or most recent employer. The referees must be the Line Manager/HOD/Principal. If newly qualified, your first referee should be from your College/University and your second should be from your final teaching placement. Written references will be sought and verified by telephone. References will be taken up if you are short-listed for this post, and we will seek information about any past disciplinary or child protection issues.

Name:

Position:

In what capacity do you know the referee:

Name of organisation:

Address:

Post code:

Telephone no:

E-mail address:

Please indicate if you agree to this referee being contacted at this stage:

Name:

Position:

In what capacity do you know the referee:

Name of organisation:

Address:

Post code:

Telephone no:

E-mail address:

Please indicate if you agree to this referee being contacted at this stage:

Safeguarding and Child Protection

The position for which you are applying involves contact with children.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? (For information, visit http://www.legislation.gov.uk/uksi/2013/1198/pdfs/ukxi_20131198_en.pdf)

If YES, please give details below.

You will need to obtain a basic DBS check before any appointment is made. In addition, an enhanced DBS will be required for senior leadership posts at SCBS. Not disclosing a conviction which is later revealed by a DBS check will result in termination of employment, as well as result in termination work visa application by SCBS

Declaration - please read carefully

I declare that the information I have given on this form is true and complete and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service, the Secretary of State (whether in the United Kingdom or otherwise) or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

I consent to Shanghai Concord Bilingual School processing the data supplied on this application form for the purpose of recruitment and selection. I also give permission for SCBS to approach any previous employer for verification of the information given above, should an offer of employment be made.

SCBS reserves the right to terminate the contract if the necessary documents are not submitted in accordance with the requirements of the Chinese government.

Signed:

Date:

All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview.

Please note:

This application form must be fully completed, including the employment history section, and submitted along with any supporting documents. It is not acceptable to use "Refer to CV".