



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



上海浦东新区民办惠立学校  
HUILI SCHOOL SHANGHAI

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# TEACHING STAFF APPLICATION

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## TEACHING STAFF APPLICATION

Post(s) applied for	Start date

Personal information			
Title	Given	Surname	Previous surname (if applicable)

Date of birth	Age	Nationality	Other passports held

Address	
	Postcode

Contact details
Telephone
Email
Skype ID

Family details
Marital status
Name and ages of children
If applicable, what would your spouse/partner do in China if you secure a position at Wellington?

Is there any type of work that you cannot do for health reasons?	Yes	No
If YES please give details of limitations		
Have you ever been convicted of a criminal offence?	Yes	No
If YES please provide details in a separate letter		





Education/ Qualifications (please list most recent first)

Name of school/ college/ university	Period of study	Subject and type of qualification	Grade

Details of employment (please list most recent first)

Name and address of school	Position held	Brief description of duties	Dates held

For your current / last school

Number of pupils in current school	
Number and type of staff directly reporting to you	
Gross salary and details of benefits	



How many days absence from work have you had as a result of ill health in total over the last three years?				
0–3	4–10	11–20	21–29	30+
Please give details				
Please give details of any prolonged period of absence in your professional career				

Please provide any additional information you consider to be relevant to your application



## References

Please give name, address, telephone/fax numbers and email address of THREE referees, one of which should be your current or most recent employer. We may contact any referee or previous employer without further reference to you, unless you request otherwise.

### Reference 1 (please state in what capacity known)

Telephone/ Facsimile

Email

### Reference 2 (please state in what capacity known)

Telephone/ Facsimile

Email

### Reference 3 (please state in what capacity known)

Telephone/ Facsimile

Email

In accordance with child protection guidelines, I agree that Wellington College may approach any previous employer for a reference. I acknowledge that any offer of employment will be provisional pending a disclosure application to your current country's police check. To the best of my knowledge, the information given on this form is true and complete. I acknowledge that any false statement may be sufficient cause for the rejection of my application or, if employed, for dismissal.

Signature

Date

The following documents should be sent as attachments with your application

- 1 Completed application form
- 2 Letter of application
- 3 CV including recent photograph

The total size of application documents should be limited to 2MB  
(professional dossiers with photographs and copies of open references/ testimonials are not required)

**Please send completed applications to: [jobs.hss@huilieducation.cn](mailto:jobs.hss@huilieducation.cn)**