



Anfield School
Anfield Kiddies' Club
Anfield Language Centre
Anfield St. Bosco Koon Ying School
Anfield International Kindergarten & Nursery

www.anfield.edu.hk

APPLICATION FOR EMPLOYMENT

(Please complete in black ink or type)

POSITION APPLIED FOR:

PHOTO

PERSONAL DETAILS

TITLE: * Prof/Dr/Mr/Mrs/Ms/Miss

SURNAME:

FIRST
NAMES:

PREVIOUS NAME(S):

GENDER:

NATIONALITY:

MARITAL STATUS:

DATE OF BIRTH:

PLACE OF BIRTH:

HKID CARD NO:

PASSPORT NO:

CORRESPONDENCE ADDRESS:

PERMANENT ADDRESS:

HOME TEL NO:

MOBILE TEL NO:

EMAIL ADDRESS:

Will you require a work permit to work in Hong Kong: *YES / NO

Please indicate how you heard of this vacancy:

☐ TES ☐ Referral ☐ Employment Agency ☐ Other (please specify) _____

For Teaching Positions Only:

Do you hold Qualified Teacher Status? *Yes/No

If Yes: * Hong Kong Teacher Registration Number / DfES/TRN Number:

* Delete where appropriate

EDUCATION AND QUALIFICATIONS

Please list in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals.

Please give details of your Secondary School Education

(Please including all GCSE/O Level and A-Level or equivalents with grades)

Dates (Month/Year) From To		Name of School	Subjects and Grades	Type of Examination	Date Gained

Please give details of any Further/Higher Education

Dates (Month/Year) From To		University / College / Institution Attended	Cert / Diploma / Degree / Higher Degree	Class / Division Obtained	Date Gained / Expected

EMPLOYMENT HISTORY

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. List your employment history in reverse date order and include details of any voluntary work.

Current Employment

Job Title:

Name of Employer:

Date Appointment from:

to:

***Full-Time / Part-Time**

Current Salary:

Address:

Telephone:

Required length of notice of resignation to your present employer (if applicable):

Please give a brief description of current duties and responsibilities

Expected Salary:

Previous Employment

Dates (Month/Year) From To		Name and Full Address of Employer	Job Title and Brief Description of Duties	Salary	Full or Part Time	Reason for Leaving

If there are any periods in your education or employment history unaccounted for (i.e. time spent raising a family, self-employment, further education or extended travel periods) please give dates and details

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* Delete where appropriate

IN SERVICE TRAINING / CONTINUING PROFESSIONAL DEVELOPMENT

(Please list courses that are relevant to this position)

Course Title	Organising Body	Length of Course	Date/s (From – To)

HEALTH

Are you in good health? *YES / NO

If NO please give details

How many days sickness absence have you had in the last 2 years?
(Exclude maternity related sickness absence)

**HOBBIES, INTERESTS, SPECIAL SKILLS (e.g. First Aids Certificate)
AND MEMBERSHIP OF ORGANISATIONS ETC.****COMPUTER/SOFTWARE EXPERIENCE**

PERSONAL STATEMENT

You are invited to provide further information in support of your application. Make full use of this section, and continue on additional sheets if necessary. Please make sure that you refer to the job description and also include:

- The reasons why you are applying for this post
- The personal qualities and experience that you feel are relevant to your suitability for this post
- Key responsibilities and achievements in your present or most recent job which are relevant to this application
- Details of any relevant interests or activities

If you are applying for a Head of School/Deputy Head of School post describe:

- Your educational philosophy
- The extent of your experience with respect to staff, curriculum and financial management
- Your professional attitude towards
 - Staff appointments
 - The professional development of teachers
 - The school governors, parents and the local community
 - The management of change

REFEREES

- Please provide two referees and note that we will contact these referees if you are short listed for this post.
- One referee must be your current or most recent employer.
- If you are currently working with children, on an either paid or unpaid basis, your current employer will be asked about disciplinary offences relating to children and/or child protection allegations or concerns you may have been subject to.
- Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.
- We reserve the right to take up references with any previous employer.
- If you are or have recently been a student, one of your referees should be your Tutor or Head of Department.

1. Name:

Position:

In what capacity does the referee know you?

How long has the referee known you?

Name of Organisation:

Address:

Telephone No:

E-mail:

2. Name:

Position:

In what capacity does the referee know you?

How long has the referee known you?

Name of Organisation:

Address:

Telephone No:

E-mail:

DECLARATION

Anfield welcomes applications from all sectors of the community, including candidates with a disability.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

Arrangements If Appointed

Please give details below of any adjustments which would need to be made in order for you to be able to effectively carry out the duties of the job if appointed.

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks (DBS)

The Governing Body is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

☐ Yes (If yes please provide full details) ☐ No

It is an offence to knowingly apply for, offer to do, accept, or do any work in the advertised position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried in order to ensure that you are not subject to a prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory checks in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

Have you ever been convicted of any criminal offence in a court of law in Hong Kong or elsewhere?

☐ Yes (If yes, please give details in a sealed envelope marked “CONFIDENTIAL”).
☐ No

Are you currently involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of your knowledge?

☐ Yes (If yes, please give details in a sealed envelope marked “CONFIDENTIAL”).
☐ No

(Note: A criminal conviction or a record of disciplinary offence is not necessarily a barrier to employment.)

Appointment of Teaching and Non-teaching Staff in School

Has your registered teacher or permitted teacher status ever been cancelled/refused in Hong Kong or elsewhere?

☐ Yes (If yes, please give details in a sealed envelope marked “CONFIDENTIAL”).
☐ No

Has the Hong Kong EDB or other international education governing body issued a reprimand/warning/advisory letter due to your professional misconduct (to the best of your knowledge)?

☐ Yes (If yes, please give details in a sealed envelope marked “CONFIDENTIAL”).
☐ No

Are/were you being investigated by schools, the Hong Kong EDB or other international education governing body over professional misconduct allegations (to the best of your knowledge)?

☐ Yes (If yes, please give details in a sealed envelope marked “CONFIDENTIAL”).
☐ No

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Police, if appropriate.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

The school is authorised to process information given above for purposes relating to this appointment, e.g. qualification assessment, employer reference and integrity check, etc as may be necessary.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

If submitting this form via email you are declaring that the information stated is true and accurate.

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

CHECKLIST FOR CANDIDATE

This is an important part of the recruitment process. It is important that you follow these guidelines:

1. Please complete the forms legibly and completely.
2. If you need to update any contact information, please let either the employer know ASAP and email this information to hr-anfield@anfield.edu.hk.

CONSENT AND AUTHORISATION FOR BACKGROUND SCREENING

I understand that as part of the employee selection and recruitment process, SHUI WAH EDUCATION INSTITUTE LIMITED (hereafter referred as "EMPLOYER") to conduct background check for employment purpose. I hereby authorise EMPLOYER to make all necessary arrangement to obtain the following information as part of the background check process: my criminal record, sexual conviction record, court record, bankruptcy record check, education and professional qualification verification, employment and work history, ID or Passport check and any other potential relevant adverse record in the media, social media, public sources and other watch lists. I understand that my consent and authorisation is required for my employment application to proceed further. I certify and affirm that to the best of my knowledge that the information I have provided on these forms and on my resume and/or application form is complete and accurate. I understand that failure to provide accurate and complete information may disqualify me from further consideration for employment and could result in my subsequent termination and dismissal for cause if I do gain a position with EMPLOYER.

I understand that I must provide personal information for the purposes of accurate personal identification and that EMPLOYER will release such information to any other third party only if required to complete the background check process. I hereby authorise and give consent to any relevant authorities or organizations to release any record or information as may be required regarding the above checks to EMPLOYER. The information collected by EMPLOYER will be held in strict confidence and all applicable personal privacy and data protection ordinances and employment related codes of practice of the relevant countries of this background check. The information collected in this process will only be utilized for this purpose of collection and be destroyed in the soonest timeframe. I have read and understood the consent and authorisation information provided to me and voluntarily give my consent and authorisation for EMPLOYER to conduct the approved inquiries and to fully report any findings to EMPLOYER only. I release all persons from liability on account of such disclosure. I further release EMPLOYER from any liability or cause of legal action arising from the checking process.

Candidate Signature: _____ Date _____

English Full Name: _____ (First Name) _____ (Surname)
(As Shown in HKID/Passport)

HKID/Passport No.: _____