

Appendix: Standard Application Form
 [available as Word or paper version but electronic entries preferred]

Section A: Personal Details	
Family name:	
Other names:	
Full name in native language order:	
Mobile:	Email:
Current address:	
Nationality:	Identity / passport number:
Gender:	First language:
Section B: Education	
Post graduate degree/qualification(s)	
Institute(s):	Date(s):
Subject(s):	Qualification(s):
Teaching qualification(s)	
Institute(s):	Date(s):
Subject(s):	Qualification(s):
Undergraduate degree / qualifications	
Institute(s):	Date(s):
Subject(s):	Qualification(s):
Other relevant qualifications	
Institute(s):	Date(s):
Subject(s):	Qualification(s):
Work experience (most recent first)	
Institute:	Dates:
Job title:	
Institute:	Dates:
Job title:	
Institute:	Dates:
Job title:	
Institute:	Dates:
Job title:	
Other relevant interests, hobbies, achievements, etc.	

Brief Personal Statement (outline how your qualifications and career are relevant to the advertised post).	
Referees (one should be your current or most recent employer)	
Name:	Position:
Address:	Contact details (include email):
Name:	Position:
Address:	Contact details (include email):

Safeguarding

The King’s School Shenzhen International is committed to safeguarding and promoting the welfare of children and young people in its care. As an employer, the School expects all staff and volunteers to share this commitment. All staff must understand and commit to safeguarding and promoting the welfare of children when carrying out their duties. New staff must sign to state they have read and understood all the required documents and policies. Staff must undertake Child Protection training soon after joining the School. Child Protection training sessions will be held regularly within the school for all staff and regular safeguarding and child protection updates issued, as required but at least annually.

Equal Opportunities

The King’s School Shenzhen International is an equal opportunities employer. Employees enjoy equal opportunities (recruitment, training, promotion and socialisation, etc.), regardless of race, nationality, religion, gender, age, disability, marital status and sexual orientation, etc.

The King’s School promotes employment practice designed to eliminate discrimination. Therefore, our aim is

- To ensure that no job applicant receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- All job applicants will be treated equally and fairly in the recruitment process as stated in this policy.
- The successful applicant will be recruited and trained on the basis of ability, experience and skill to undertake the job successfully as defined within the job description and person specification.