

Please include/attach a recent passport photo to this application



EMPLOYMENT APPLICATION FORM

Position Applied For:

Click on or tab to grey areas to complete. Please continue on a separate sheet where necessary.

1. PERSONAL DETAILS

Surname		First Name(s)	
Address		Telephone	
		Mobile	
		e-mail	
		Skype address	
		Teacher Number	
Marital Status		Number of Dependents	
Nationality		Passport/IC Number	
Date of birth		Place of birth	

2. EDUCATION

Secondary School(s): give dates and places in chronological order and details of academic achievements.

University, College and Professional Training: give details of qualifications and other achievements.

3. CURRENT EMPLOYMENT

Position		Employer	
Commenced		Salary	
Other benefits			

Details of Present Post (main duties/responsibilities etc. Please include reason for wishing to leave)

4. PREVIOUS EMPLOYMENT (Give dates and places of all previous appointments)

Position		Start Date:		Finish Date	
Employer					
Details of Position					
Reason for leaving					

Position		Start Date:		Finish Date	
Employer					
Details of Position					
Reason for leaving					

Position		Start Date:		Finish Date	
Employer					
Details of Position					
Reason for leaving					

Position		Start Date:		Finish Date	
Employer					
Details of Position					
Reason for leaving					

PERSONAL INFORMATION

5. Please explain why you think you should be considered for this post:

6. Please list any other relevant qualifications or interests:

7. Give any other information that you consider relevant to this application:

8. Medical information

Are you a registered disabled person	Yes / No
Have you suffered from any medical condition which has affected (or might in future affect) your work? If YES, please give details on a separate sheet	Yes / No
Have you suffered any absence through ill health requiring certification within the last 12 months? If YES, please give details on a separate sheet	Yes / No

9. Criminal convictions and cautions

Appointment to this post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.

DBS background security check will be conducted on British Nationals. If you are a British National and you have been living outside of the UK for more than two years, or if you're not a British citizen, we will conduct a global screening before employment commences.

* Have you ever received a caution, including conditional cautions, suspected or been convicted by a court of any offence?

Yes / No :

* Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to a child or children or criminal related offences?

Yes / No :

Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence. Full details should be provided in a sealed envelope addressed to the HR Manager and marked 'Private and Confidential' and enclosed with this application. Information would include the date, court, nature of offence, etc.

10. REFEREES

Please give names, addresses, e-mail addresses and occupations of two persons to whom reference may be made (one of these should be your present employer). If you are a newly-qualified teacher, then an appropriately qualified individual. Referees should have known you for at least TWO years, and must not be family members.

Please note that if you are invited for interview, we will request written references from your referees.

Do inform us if you do not wish us to contact your current employer at this stage.

First Referee:

Name			
Position			
Address			
Phone		email	

Second Referee:

Name			
Position			
Address			
Phone		email	

11. FURTHER INFORMATION

Please indicate where you first saw this post advertised: Yes for the chosen one

King Henry VIII College Website :

eTeach :

TES :

Other (*please specify*) :

The post applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared. Accordingly, the following declarations are required.

I am not barred on the Independent Safeguarding Authority Children's List.

I am not disqualified from work with children, nor subject to sanctions imposed by a regulatory body; and I have no convictions or bind overs. (If any are held, details must be provided in a sealed envelope marked confidential and attached to this application)

I understand that if successful in this application I will be required to obtain a Disclosure at the Enhanced Level from the CRB and that the appointment will be subject to the CRB report

To your knowledge is there anything in your private or professional life that could cause embarrassment to King Henry VIII College: YES / NO. If YES, please provide details on a separate sheet and sign and date the statement.

To the best of my knowledge the information given on this form is correct. I understand that giving any false information will disqualify my application.

Signature:

Date:

(An electronic signature will suffice for this form; your own signature may be required later)

Please return the completed form by email to: applications@kinghenryviii.edu.my