



候选人信息登记表
Application Form

基本情况

Basic Information

中文姓名 Chinese Name		英文姓名 English Name	Rachel	性别 Gender	
国籍 Nationality		护照号码 Passport No.		身份证号码 ID No.	
出生年月 Date of Birth		民族		政治面貌	
手机号码 Preferred Contact Number.			电子邮箱 E-mail		
户籍地址 Permanent Address			通信地址 Correspondence Address		
你是否认识本公司职员，如果认识请列出姓名及关系 List any persons you are acquainted with in the school and indicate your relationships					
您是通过何种途径了解这个岗位的？ How did you hear about this vacancy?					
教师资格证序列号（如有） Teacher reference number (where applicable)					
婚姻状态：请选择：单身/结婚/已婚已育 已婚已育 Marital status: Please select: Single/ Married/ Married with Child(ren) 如填写“已婚”或“已婚已育”，学校将会收取您的结婚证或子女出生证明，为内部审计资料留用。If you are married or married with child(ren), you will be required in due course to provide your marriage certificate and/or your child(ren)'s birth certificate for internal audit purpose.					

教育背景



Education Background

最高学历 Highest Degree	<input type="checkbox"/> 博士 PH.D	<input type="checkbox"/> 硕士 Master	<input type="checkbox"/> 本科 Under Graduate	<input type="checkbox"/> 专科 College	<input type="checkbox"/> 高中 High School	<input type="checkbox"/> 中专 Vocation School	<input type="checkbox"/> 其它 Others
	校名 University/ College/ School Name				专业 Subject(s)		
	时间 Period	Enrollment Date: 起: Date of Award: 毕业:			学历 Degree/ Diploma/ Certificate Awarded		
第二学历 2 nd Diploma	<input type="checkbox"/> 博士 PH.D	<input type="checkbox"/> 硕士 Master	<input type="checkbox"/> 本科 Under graduate	<input type="checkbox"/> 专科 College	<input type="checkbox"/> 高中 High School	<input type="checkbox"/> 中专 Vocation School	<input type="checkbox"/> 其它 Others
	校名 University/ College/ School Name				专业 Subject(s)		
	时间 Period	Enrollment Date: 起: Date of Award: 毕业:			学位 Degree/ Diploma/ Certificate Awarded		

主要技能和工作经历概述 Skills and Experience

全职教学年限（截止 2020 年 8 月 1 日，共__年__个月） Number of full years of teaching by August 1, 2020
薪酬期待 Salary Expectations: Annual Base Salary __万/年_____
当前薪酬信息收集 Total annual value of present salary/allowance/benefit (All in RMB)
<ul style="list-style-type: none"> - 目前职称 Current Title: - 目前上级主管职位 Currently Reporting to: - 最早能到岗日期 Expected Joining Date: - 目前所在城市 Current Location: - 年基本工资 Compensation Package: Annual Salary RMB ____/Annual. - 年度岗位津贴（如有） Position Stipend if Applicable: RMB ____/Annual



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- 现有住房津贴 (年) Current Housing Allowance: RMB _____/Annual
- 目前合同结束日期 Current Contract End Date (if different to above)? 2020年7月20日
- 其他薪资补充说明:

工作经历

Working Experience

曾工作公司名称 Former Employer Name	起始日 Start Date	结束日 End Date	职务 Position	离职原因 Reason for Leaving	薪酬信息 Compensation Information

声明

Statement

我声明，以上员工信息表上填写的内容一切属实、完整和正确。如果其中有关内容有任何虚假描述或欺瞒现象，公司亦有权无偿终止雇用。

I hereby confirm that all the contents set out in this form are true, complete and accurate. I understand that any misrepresentation or omission on my part may render my employment voidable and the school is entitle to terminate my employment without compensation.

Harrow International Management Services Limited
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填表人签字: _____
Signature

日期: _____
Date

Please state what other subjects (and/or age range) you are able to teach. 请说明如还可以教授其他科目，或其他年龄段

Please outline your extra-curricular interests and abilities in sport, creative arts, academic challenge, adventurous pursuit, service, boarding and/or other areas, including any relevant qualifications and experience in schools. 请指出您可以支持哪种课外课程？包括体育，艺术，学术提高，探险课，服务，住宿生工作或者其他类工作。请指出您相关资质，相关工作经验。

Please outline your experience in pastoral care in schools. 请列出您在学生精神关怀，生活照顾方面的工作经历。

Medical Declaration
健康状况说明

Are you suffering from or have been diagnosed or treated for (including but not limited to) epilepsy, heart disease, liver disease, cancer, HIV, severe allergic reaction, hypertension, diabetes mellitus, cerebrovascular disease, bone or muscular diseases or any other serious disease or condition? 您是否患有或已被诊断或正在治疗（包括但不限于）癫痫、心脏病、肝病、癌症、艾滋病、严重过敏反应、高血压、糖尿病、心脑血管疾病、骨骼或肌肉疾病或任何其他严重疾病？

Are there any other physical or mental conditions we should know about? 还有其他的身体或精神类疾病我们应被告知吗？

Are you currently taking any medication or treatment regularly? 你目前有在定期服用某种药物，或接受某种治疗吗？

How many days have you been absent from work in the last 12 months? 在过去的 12 个月里你缺勤了多少天？请假半天

Please set out the reason(s) for absent from work 请列出缺勤原因？

Please give details of any prolonged period of absence at any stage in your teaching career. 请详细说明你在教学生涯中任何阶段长期缺勤的情况 只有休了两个产假各半年左右，其余无长期缺勤情况。



References

背景调查

Please supply the names and contact details (office email address) of minimum two referees whom we will contact in the event you are shortlisted. They has to be your current Headteacher/employer and the Headteacher from your former school/employer at the time you were employed. 请至少提供两位推荐人的姓名和联系方式（官方工作电子邮件），我们将在您进入终面流程时联系他们。请务必提供直接主管的联系方式，同时，他们的在职时间需要和您的在职时间重合。

If you are not currently working with children but have done so in the past, a third referee should be provided in order for us to understand your working experience involving children. 如果你目前没有和孩子一起工作，但过去有过这样的经历，那么请提供第三个背景调查人的信息。确保我们了解您和孩子一起工作时的情况。

If you encounter any issues contacting your referees, please inform us via email. 如果您在填写背景联系人方面有任何问题，请通过电子邮件与我们联系。

Full name 姓名	Position 职位	School/Company 职位/所在单位名称	Professional relationship with you 与您的工作关系	Email address 办公电子邮箱地址	Contact number 联系电话

Safeguarding Declaration

安全信息声明

Please answer all questions. For each reply in 'Yes', please provide a detailed legible account of the circumstances that include sanction, date, reason and full identification of the authority, police force or court concerned. 请回答下列所有问题。对于每一个答案为“是”的问题，请提供一份详细、清晰的情况说明，包括制裁类型、发生日期、原因以及对有关当局、警署或法院的详细说明。

1. Have you ever been the subject of an investigation, bar, partial bar, warning or other action by a secretary of state, the Independent safeguarding authority or any competent authority (including police, arbitral body, governmental regulatory authority or agency (domestic or foreign) in any jurisdiction in relation to working with children, sexual related crimes,



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unethical conduct, abusive conduct or any other misconduct? 你是否曾在任何司法管辖区内接收到过任何主管当局的调查、禁令、部分禁令、警告或其他行动? *主管当局包括: 警署、仲裁机构、政府监管部门或机构, (包括国内或国外同等机构) *该调查包括: 质询您关于在和儿童接触中的性犯罪、不道德行为、虐待行为或任何其他不当行为。

2. Were you the subject of any court order, judgment or decree, which was not subsequently reversed, suspended, or vacated? Do you have any convictions, cautions, reprimands or final warnings? 你是否是任何法院命令、判决或法令的主体? 同时, 这些命令、判决或法令后来并没有被撤销、中止或撤销? 你有收到过任何定罪、警告、训诫或最后警告吗?

3. Do you have any convictions, charges, reprimands or criminal records in any country? 你在任何国家有任何定罪、指控、训令或犯罪记录吗?

4. Have you ever been subject to any disciplinary sanction by any professional or regulatory body or are you currently the subject of investigation by such a body? 你是否曾受到任何专业或监管机构的纪律处分? 目前是否受到此类机构的调查?

5. Is there a current employment disciplinary finding against you and / or are you currently the subject of an employer's disciplinary investigation? 目前您的雇主, 是否有针对您的纪律调查?

6. Is there any other information we should know about which may have a bearing on your suitability to work with children? Activities which could bring the reputation of the School or profession into disrepute? 除上诉信息之外, 是否还有我们需要了解的信息? 这些信息会影响我们判断, 您是否适合与儿童一起工作。是否还有我们需要了解的您的过往行为? 这些行为会使学校或专业声誉受到损害?

All information disclosed will be handled confidentially. Previous convictions will not automatically prevent your application from proceeding as we consider the nature of the offence, how long ago, at what age it was committed and any other relevant factors. 请注意, 您所有披露的信息将保密处理。这些信息并不会自动阻止你的申请, 因为我们会考虑到行为的性质, 时效性, 该事件发生时您的年纪, 以及任何其他相关因素。

Personal Declaration

个人声明

- The information I have given on this application form is true, not misleading and accurate 我在本申请表上提供的信息是真实、无误导和正确的。
- I am not disqualified from working with children or subject to sanctions imposed by a regulatory body/barred list etc. 我没有丧失与儿童一起工作的资格, 也没有受到监管机构的制裁, 没有在任何禁止名单上。
- I understand that providing false information could result in my application being rejected or, if the false information comes to light after my appointment, in summary dismissal without any compensation or severance pay and may be considered a criminal offence. 本人了解, 提供虚假资料可能会导致本人的申请被拒绝。即使本人获得委任, 如该虚假资料被曝光, 仍然会被即时解雇, 而不会收到任何补偿或遣散费。该行为也可被视为刑事罪行。
- I hereby authorised Harrow International Management Services Limited, its holding company, subsidiaries and affiliates ("Group") and the schools owned, managed and/or operated by the Group ("Schools") to collect and use the information given on this form, including any 'sensitive' information, for the purpose of recruitment. 本人

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授权哈罗国际管理服务有限公司、其母公司、下属/关联公司（“集团”）及其由集团持有、管理和/或营运的学校（“学校”）基于招聘目的收集、使用本人提供的信息（包括一些敏感信息）。

- I understand that once my application is successful, the information provided by me will form part of the employees profile and retained by the Group and/or the Schools, and may be used for various purposes as required by relevant laws and regulations as well as by the Group and/or School.本人知悉，一旦本人被集团和/或学校录用，则本人提供的信息将成为集团和/或学校的员工档案的一部分，并可能被用于相关法律法规以及集团和/或学校规定的各种用途。
- I hereby authorised the Group and the School to make direct contact with all my previous employers including the person specified as my referees, for due diligence purposes.本人授权集团以及学校与我所有前任雇主直接联系，包括我指定的联系人，对我进行背景调查。

填表人签字：
Signature

日期：
Date

Personal Information Collection Statement
个人信息收集声明

1. Application forms submitted by applicants are used for recruitment and other employment-related purposes by the Group and/or the Schools. It may be accessible to offices, staff, committees or persons who will process recruitment and employment-related matters. 应征者所提供的资料将用作招聘或其他与雇佣有关事宜，并会供集团和/或学校有关部门、员工、委员会或其他处理招聘事宜的人士参考/使用。
2. Provision of full and complete information in support of your application is necessary for selection purposes. Failure to provide any of these data may affect the processing and outcome of your application. 应征者必须填写职位应征表格上所有项目及提供完整资料，以作甄选之用。如未有提供此等资料，或会对其申请及甄选结果构成影响。
3. Personal data will be kept confidential and handled by the Group's and/or School's staff members. Your data may be transferred to an agent or other persons appointed to undertake some of the Group's or the School's recruitment, research and administrative functions. 个人信息将予以保密，并由集团和/或学校工作人员进行处理。集团/学校可能将部分信息转交受委托的代理机构和其他人员履行其部分雇佣、研究和行政职能。

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4. The unsuccessful applicants' application papers and other personal data will be destroyed not later than one year after the recruitment process is completed. 未获取录应征者的资料，将于招聘程序完成后一年内全部销毁。
5. You have the right to access to or make corrections to any information you have provided by writing to the Director of Human Resources of the School and quote your application's reference number. 您有权查阅及更改您提供的任何个人资料。如需查阅和更改个人资料，请致函学校的人事部总监，并注明申请编号。

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