



香港李寶椿聯合世界書院
Li Po Chun United World College
of Hong Kong

APPLICATION FOR EMPLOYMENT AS A TEACHER

NOTES FOR APPLICANTS:

- Applications should be typed or completed clearly in English using black ink.
- Please ensure that all information is accurate, and do not send any originals of certificates/qualifications at this stage. If there is insufficient space, please provide details on a separate sheet or sheets to be attached to this application.
- The information provided will be treated in the strictest confidence and used only for the purpose of appointment for the position covered by this application. For this purpose, information contained on this form may also be disclosed to organizations authorised to process the information for appointment, e.g. qualification and health assessments, immigration and integrity checking. Applicants who wilfully withhold relevant information or provide false information will be liable to invalidation of any offer of employment or dismissal from employment. Information on all unsuccessful applicants will be destroyed after the recruitment process when no longer required.
- You are advised to make a photocopy of the completed application form for your own reference.

Title (Dr, Mr, Mrs, Miss, Ms):	Surname/ Family Name:	Given Names:	
Name in Chinese (if any):		Gender/Sex:	
Nationality (ies):	Place of Birth:		Affix Recent Photograph Here
Date of Birth (dd/mm/yyyy):	Present Country of Residence:		
Passport Number:	HKID Card Number:		
Permanent Address:			
Correspondence Address:			
Work Phone:	Home Phone:		
Work Fax:	Home Fax:		
Work E-mail:	Home E-mail:		
First language:	Other languages spoken:		
Marital Status (Single / Married / Judicially Separated / Divorced / Widow(er):	Name of Legal Spouse:		
	Nationality of Legal Spouse:		

Position Applied for:

Please state where (name of newspaper, journal, website) you learned of this vacancy:

EDUCATION AND TRAINING:

Please give the names and full addresses of schools, colleges, universities or training organizations attended, including full or part-time courses. For qualifications obtained such as Degrees, Diplomas, and Certificates, please specify the field of study/subjects passed, and level obtained (e.g. Grade, Pass, Credit, Distinction, Class, Division, etc).

Date (month/year)		School, College, University or Training Organisation Attended	Full or Part-Time	Qualification Obtained	Date of Award
From	To				

Present Employer and Position:

Annual salary (state last salary if presently unemployed):

Period of notice of resignation required by your current employer:

FULL EMPLOYMENT RECORD::

Please give the names and full addresses of schools, colleges, universities or training organizations where you have taught, and other places of employment, in chronological order (most recent/present position first).

Date (month/year)		Name and Address of Organisation, and nature of business if not a school.	Full or Part-Time	Position Held	Subjects Taught <i>(Mark with * if taught for the IB Diploma)</i>
From	To				

List any factors, such as large pets, disabilities, dependent relatives, etc, that may affect accommodation requirements living on the College campus:

Note that applicants with a disability are considered on equal terms with other applicants and suitability for employment will be assessed in a fair and impartial manner.

Names of Children (please list)	Gender/Sex	Date of Birth (dd/mm/yyyy)	Nationality (ies)

Identify any ways in which you may be able to contribute to and enhance the Mission Statement of the United World Colleges, which is :

"Through international education, shared experience and community service, United World Colleges enable young people to become responsible citizens, politically and environmentally aware, committed to the ideals of peace, justice, understanding and cooperation, and to the implementation of these ideals through action and personal example."

Identify any areas of co-curricular involvement where you have expertise to contribute in the areas of:

- (a) creativity

- (b) action

- (c) service for others

Please provide the names, addresses and contact details of three referees from whom confidential references may be obtained by the College as part of this application process. If possible, one referee should be the applicant's current employer.

	<u>Referee 1:</u>	<u>Referee 2:</u>	<u>Referee 3:</u>
Name:			
Relationship to Applicant:			
Period of time known to applicant:			
Present Position:			
Address:			
Phone number:			
E-mail:			

By applying for this position, I give the College my assurance that I have not:

- (a) been charged with a sexual offence or an offence against the person of a student or child; or
- (b) been dismissed from any previous employment on the grounds that I was involved in improper conduct of a sexual nature with a student or child; or
- (c) retired or resigned from any employment following allegations that I was involved in improper conduct of a sexual nature with a student or child; or
- (d) been advised by any employer that my name has been included on a list of those not to be employed in a child-related area of activity.

If you cannot give this assurance, you should not sign the acceptance. You may, however, wish to speak with the Principal about the relevant occurrence. If you sign the acceptance when you are not in a position to give such assurance, the school may terminate your employment without notice.

I understand that if I wilfully give any false information or withhold any relevant information, I shall render myself liable to dismissal if I am appointed to the service of Li Po Chun United World College of Hong Kong.

I understand and accept that the information given above will be provided to organizations authorised to process the information for appointment as outlined on the first page of this application form.

I hereby give permission for the College to contact any of the three referees whose names and contact details are provided on this Application Form.

(Signature of Applicant)

(Date)

Post or courier this Application Form, with any other supporting papers, to the following address in an envelope marked “Confidential”:

**Dr Stephen Codrington
Principal
Li Po Chun United World College
10 Lok Wo Sha Lane
Sai Sha Lane
Sha Tin, NT
HONG KONG**

OR fax to +852 2643 4088

OR e-mail to scodrington@lpcuwc.edu.hk

Please feel free to attach any other relevant material such as a CV to this Application Form
