**候 选 人 信 息 登 记 表**

**Job Application Form**

Personal Information Collection Statement

个人信息收集声明

1. 候选人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。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.
2. 候选人必须填妥职位应征表格上所有项目及提供完整资料，以作甄选之用。如未提供此等资料，或会对其申请及甄选结果构成影响。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.
3. 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。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.
4. 未被成功录取的候选人资料，将于招聘程序完成后一年内全部销毁。The unsuccessful applicants’ application papers and other personal data will be destroyed not later than one year after the recruitment process is completed.
5. 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。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.
6. **申请职位 Position Desired**

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| --- | --- |
| 第一选择  First Choice | 其他选择  Other Choice |
| 期望薪资  Salary Expected | 可到岗日期  Expected Joining Date |
| 你通过何种渠道了解此岗位信息？Source of Recruitment Information? | |
| 如果您是教师，请填写 ( Teaching staff only) | |
| 当前薪酬信息收集Total annual value of present salary/allowance/benefit (All in RMB)   * 目前职称Current Title: * 目前上级主管职位Currently Reporting to: * 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: * 现有住房津贴（年,如有）Current Housing Allowance: * 目前合同结束日期 Current Contract End Date (if different to above)?   其他薪资情况补充说明Other salary situation explanation： | |

1. **基本情况 Basic Information­**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 中文姓名  Chinese Name |  | | 英文姓名  English Name | | |  | 性别  Gender | |  |
| 国籍  Nationality |  | 政治面貌  Politics status | | |  | 证件类型 ID Type |  | | |
| 出生年月  Date of Birth |  | 民族  Nation | | |  | 证件号码 ID No. |  | | |
| 证件到期日  ID Expiration Date |  | | | | | 证件地址 ID Address |  | | |
| 手机号码  Mobile |  | | | 电子邮箱  E-mail | |  | | | |
| 常住地址  Home Address |  | | | | | | | 户籍类型 Hukou Type | |
| 户籍地址  Permanent Address |  | | | | | | |
| 通信地址  Correspondence Address |  | | | | | | |

1. **家庭状况 Family Information**

如有亲属在同行业工作，必须注明。

If you have any relatives working in education industry, please clarify.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 婚姻状况  Marital Status |  | | | | | | |
| 成员关系Dependents | 姓名  Name | 性别  Gender | 年龄  Age | 电话 Phone | 工作单位  Company | 职务  Position | 是否在教育行业工作  Work in Education industry or not? |
|  |  |  |  |  |  |  |  |
| 紧急联系人  Emergency Contact | 姓名 Name：  联系电话 Contact Number：  关系 Relationship： | | | | | | |

1. **教育背景 Education Background**

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| --- | --- | --- | --- |
| 学历 Academic |  | 校名  University/College  School Name |  |
| 时间  Period |  | 专业  Major(s) |  |
| 学位  Degree/  Diploma/  Certificate  Awarded |  | 职业培训经历  Professional Training Experience |  |

1. **专业技能 Professional Skills**

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| --- | --- | --- | --- | --- | --- | --- |
| 资格证  Certificate | | 其他证书  Other Certificate(fill in name) | | 取得日期  Acquired Date | 评选途径/授予单位  Granting Channel/Granting Units | |
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1. **工作经历（全职） Working Experience(Full Time)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 曾工作公司名称  Company | 起始日  Start Date | 结束日  End Date | 行业 Industry | 岗位名称  Job Title | 工作城市/所在地  Location | 离职原因  Reason for Leaving | 奖项/特殊成就  Awards/Achievement | 薪酬信息  Compensation Information |
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1. **工作经历补充信息 Supplementary Work Experience**

如您是教学员工，请填写 （Teaching Staff Only）

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| --- | --- |
| 请说明如还可以教授其他科目，或其他年龄段 Please state what other subjects (and/or age range) you are able to teach. |  |
| 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 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. |  |
| 请列出您在学生精神关怀，生活照顾方面的工作经历。Please outline your experience in pastoral care in schools. |  |

1. **健康状况说明 Medical Declaration**

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| 您是否患有或已被诊断或正在治疗不宜从事所申请职位的相关疾病（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？若有，请详述。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? If yes, please specify. |  |
| 是否有其他的身体或精神类疾病我们应被告知？若有，请详述。Are there any other physical or mental conditions we should know about? If yes, please specify. |  |
| 是否有在定期服用某种药物或接受某种治疗？若有，请详述。Are you currently taking any medication or treatment regularly? If yes, please specify. |  |
| 在过去的12个月里你缺勤了多少天（全薪假期除外)？How many days have you been absent from work in the last 12 months(Full-pay leave excluded)? |  |
| 请详细说明你在职业生涯中任何阶段长期缺勤的情况（全薪假期除外)。Please give details of any prolonged period of absence at any stage in your career (Full-pay leave excluded). |  |

1. **背景调查 References**

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。Please answer all questions. For each reply in ‘Yes’, please provide a detailed explanation.

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| 你是否曾经在哈罗国际学校任职？若有，请注明地点和任职时间. Have you ever worked for any Harrow International School? If yes, please indicate location and length of service. |  |
| 是否有亲属、朋友在哈罗国际学校任职？若有，请注明姓名，部门，职位. Do you have any relative or friends working in Harrow International School? If yes, please indicate Name, Department, and Position. |  |
| 是否曾经被解雇？若有，请提供事由. Have you ever been discharged from employment? If yes, please indicate the reason. |  |
| 是否有刑事前科、行政拘留或者处罚记录？Have you ever had any record of crime conviction, administrative detention or punishment? |  |
| 可否向你现任雇主询问有关你的一切情况？May we contact your present employer regarding your qualifications and other related issues? |  |

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。Please provide the names and contact details (office email address) of minimum two referees whom we will contact in the event you are shortlisted. They must be your current Headteacher/employer and the Headteacher from your former school/employer at the time you were employed.

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 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 work experience involving children.

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。If you encounter any issues contacting your referees, please inform us via email.

| 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 |
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1. **安全信息声明 Safeguarding Declaration**

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。Please answer all these 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.

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| 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。Have you ever been subjected to 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, unethical conduct, abusive conduct or any other misconduct? |  |
| 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？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? |  |
| 你在任何国家有任何定罪、指控、训令或犯罪记录吗？Do you have any convictions, charges, reprimands or criminal records in any country? |  |
| 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？Have you ever been subjected to any disciplinary sanction by any professional or regulatory body or are you currently subjected to investigation by such a body? |  |
| 目前您的雇主，是否有针对您的纪律调查？Is there a current employment disciplinary finding against you and / or are you currently subjected to an employer’s disciplinary investigation? |  |
| 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？ Is there any other information we should know that may have a bearing on your suitability to work with children? Are these activities may damage the reputation of the School or profession into disrepute? |  |
| 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。  All disclosed information will be handled confidentially. Previous convictions will not automatically prevent your application from proceeding as we consider the essence of the offence, how long ago, at what age it was committed and any other relevant factors. | |

1. **个人声明 Personal Declaration**
2. 我在本申请表上提供的信息是真实、无误导和正确的。如果接受哈罗的录用，我将提供相应的证明资料并接受哈罗的背景调查。The information I have given on this application form is true, not misleading and accurate. As I accept offer of Harrow, I will provide related testimonies and agree to accept reference check from Harrow.
3. 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 am not disqualified from working with children or subject to sanctions imposed by a regulatory body/barred list etc.
4. 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 understand that providing false information could result in my application being rejected or, if the false information discloses after my appointment, in summary dismissal without any compensation or severance pay and may be considered a criminal offence.
5. 本人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 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.
6. 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 understand that once my application is successfully accepted, the information I provided will be a part of the employees profile and retained by the Group 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.
7. 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。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.
8. 本人知悉并接受，我所提供的信息可能会用于集团其他学校的招聘用途。I acknowledge and accept that the information provided may be used for recruitment purposes in other Schools within the Group.

**填表人签字：**   **日期：**

**Signature Date**