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| --- |
| Application for Employment |
| POST APPLIED FOR (please select as appropriate):  **Level:** Associate Lecturer / Lecturer / Senior Lecturer / Programme Leader / Head of School / Director  **Employment Status**: Full time / Part time  **Division:** Academic Quality / External Engagement  **or**  **School:** Languages, Education and Cultures / Engineering and Computing / Business and Management  **Programme:** Business Management / Events Management / Accounting & Finance/ Electrical and Electronic Engineering / Mechanical Engineering / Maths & Physics / English for Academic Purpose | |

1. **PERSONAL DETAILS**

Surname/Family Name: First Names(s): Title:

Address/Postcode:

Work Tel No: Ext: Home Tel No: Mobile No:

Email address: Date of Birth: Nationality:

Passport No: Current Salary: Expected Salary (must):

Are you currently holding a Chinese Visa? Y/N What type of visa do you have:

How did you find out about SBC’s job vacancies?

🞎 jobs.ac.uk 🞎 THEunijobs 🞎 NCUK website 🞎 SBC website

🞎 Personal recommendation 🞎 Other (please specify)

**2. EDUCATION AND QUALIFICATIONS**

Starting with the most recent, please list academic and professional qualifications, together with grades, GPA or degree class if applicable:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of Institution** | **Subject specialism** | **Year of Award** | **Grade Awarded** |
| *e.g. BA Hons* | *Bristol University* | *Business & French* | *1989* | *Upper Second* |
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1. **PRESENT EMPLOYMENT**

Name of Employer: Address:

Job Title:

Main Responsibilities/job description:

Start date: Full-time/part-time: Notice period: Current Salary:

1. **PREVIOUS EMPLOYMENT**

(Please include ALL previous employment and account for any gaps in your record. Please list subjects/levels taught where appropriate)

|  |  |  |
| --- | --- | --- |
| **1）Name of Organisation** |  | **Main Responsibilities** |
| **Position/Job title** |  |
| **Start & end dates** |  |
| **Type of Work (PT/FT)** |  |
| **2）Name of Organisation** |  | **Main Responsibilities** |
| **Position/Job title** |  |
| **Start & end dates** |  |
| **Type of Work(PT/FT)** |  |
| **3）Name of Organisation** |  | **Main Responsibilities** |
| **Position/Job title** |  |
| **Start & end dates** |  |
| **Type of Work(PT/FT)** |  |
| **4）Name of Organisation** |  | **Main Responsibilities** |
| **Position/Job title** |  |
| **Start & end dates** |  |
| **Type of Work(PT/FT)** |  |
| **5）Name of Organisation** |  | **Main Responsibilities** |
| **Position/Job title** |  |
| **Start & end dates** |  |
| **Type of Work(PT/FT)** |  |

(Please continue on additional pages if extra space is needed. Please ensure your name appears on additional sheets.)

1. **SUPPORTING STATEMENT**

Please explain below how you consider your qualifications, experience and skills to be relevant to the post for which you are applying. (Please continue on another page if needed.)

1. **SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**

Please list any training or competencies that you would like us to consider in support of your application. A summary of your research can be given here, with fuller details in your CV:

1. **REFEREES**

Please give the name and contact details of **3** people who have agreed to act as referees on your behalf, **whom have worked with or supervised you for no less than 12 successive months.** You agree these references will, at the request of the referee, be kept confidential between the referee and the company.

Name: Organization:

Address:

Telephone No: Fax:

Email: Postcode:

May we consult this referee without your prior approval?

Yes / No Relationship to you:

Name: Organization:

Address:

Telephone No: Fax:

Email: Postcode:

May we consult this referee without your prior approval?

Yes / No Relationship to you:

Name: Organization:

Address:

Telephone No: Fax:

Email: Postcode:

May we consult this referee without your prior approval?

Yes / No Relationship to you:

1. **Are you known to any SBC staff member?**

Yes / No If yes, please give details:

1. **Do you have any physical disability, impairment or serious illness? (Note: This may affect the College’s insurance plan)**

Yes / No

1. **Do you have a criminal record from any country around the world?**

Yes / No

1. **DECLARATION**

**I hereby confirm that the information provided above and in any attachments is correct. I understand that any false statement could result in my application or appointment being terminated.**

**I also give permission for SBC to contact the universities/institutions from which I obtained my qualifications to verify that they are true and valid.**

I have completed sections 1-9.

Signed:

Date: dg

Please email your completed application to hr@sbc.usst.edu.cn and include your full *curriculum vitae*. Please do not submit any publications or certificates at this time.