



明德中文學校

Head Teacher: Mong Mai

Ming Tak Chinese School

Job Application Form

270 Sutton Common Road, Sutton, Surrey SM3 9PS

Telephone: 07961 150833

Email: mingtak@outlook.com

Confidential when completed

Please use Block Capitals

Position sought:	
------------------	--

Title:			
Surname:			
Forename(s):			
Name in Chinese:			
Date of Birth:		Place of birth:	
Address:			
		Postcode:	
Contact numbers:		NI numbers:	
Email address:			

Where did you see this post advertised?	
Do you need a work permit (✓)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If offered, how soon could you start?	

Education / employment history

Name & address	Subject / duties	Date	Qualification etc.



明德中文學校

Head Teacher: Mong Mai

Ming Tak Chinese School

Job Application Form

270 Sutton Common Road, Sutton, Surrey SM3 9PS

Telephone: 07961 150833

Email: mingtak@outlook.com

Fluency in Dialects:

(please indicate on a scale 1 to 5, with 1 for poor & 5 for fluent)

Mandarin:		Cantonese:	
-----------	--	------------	--

Please explain below briefly why you are attracted to this post:

Reference: Please give the name & address of two people willing to act your referee; one should be / have been your supervisor in some capacity.

Referee 1:	
Referee 2:	
Should you selected for interview; may we take up reference beforehand (✓)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Declaration (to be completed by all applicants)

1. I **certify** that the information given is correct and complete to the best of my knowledge and belief.
2. I **acknowledge** that any false statement or omissions may render me liable to immediate dismissal from my employment I may enter with Ming Tak Chinese School.
3. I **understand** that the completion of this form in no way binds Ming Tak to offer me employment and that no contractual relation will exit between us until I have signed a form of contract or accepted in writing the terms of a Letter of Appointment.
4. I also **understand** that any Contract hereafter signed by me or Letter of Appointment issued by Ming Tak and accepted by me shall be construed to mean that I am appointed on probation for a period of not exceeding 3 months.
5. I **accept** that during such period of probation and Contract written or implied shall be terminable by Ming Tak or me; by not less than one month's notice at any time.

I authorise Ming Tak Chinese School to seek reference based on the information provided by me. I hereby declare to date I have no criminal record or any conviction pending. Enclosed is a copy of my passport, showing UK residency and driver license for DBS verification.

Signed: _____

Date: _____