



APPLICATION FORM

Position applied for:
Preferred centre/course town:
Do you have accommodation here? YES NO
Exact dates available (Most courses will require you to be available from the beginning of July):
Where did you hear about this vacancy?

Attach a recent passport-size photo here
--

PERSONAL DETAILS

Title: Mr/Mrs/Miss/Ms	First Name:	Surname:
Date of Birth:	Nationality:	
Home address:	Current address (if different):	
Tel:	Tel:	
Mobile:	Email:	
Please give details of any illness or disability that may affect your ability to work:		Do you have the use of a car? YES NO
Do you have a criminal record? YES NO		If YES, please give details:
<small>(People who may be required to work with children and young people are not covered by the Rehabilitation of Offenders Act 1974, and can be required to declare all criminal convictions, spent or otherwise)</small>		

QUALIFICATIONS (Proof of qualifications will be required before appointment.)

First degree or equivalent

Date	Qualification gained	College/University

TEFL qualifications

Date	Title of qualification	Validating body

TEFL EXPERIENCE

Date		Name and location of school	Type of lessons Adults/juniors/exams	Contact hours per week	Total number of months/years
From	To				

NON-TEFL TEACHING/OTHER WORK EXPERIENCE (Any gaps in CVs must be explained satisfactorily)

Dates	Employer	Job Title/Details

NON-TEFL TEACHING/OTHER WORK EXPERIENCE (continued)

--	--	--

SKILLS Give details of any skills which may be relevant to student activities, e.g. sports, drama, first aid, life saving, etc.

--

FOREIGN LANGUAGES (Please indicate conversational or fluent)

--

REFEREES All references will be followed up. References will include a specific enquiry as to whether there is any impediment to the prospective staff member being employed in a situation where he/she will have responsibility for the care of or substantial access to children. Appropriate Criminal Records Bureau (CRB) disclosure may be requested prior to appointment.

Give the name, address, phone/fax/email and relationship to you of two referees we can contact. One should be your last employer. **Referees must not be family relations or friends.**

Referee 1

--

Referee 2

--

DECLARATION Have you ever: (Please circle)

Been convicted of any offence against a child? YES NO Had a child removed from your care by the order of a court? YES NO

Had a prohibition imposed on you at any time? YES NO Been disqualified from acting as a foster parent? YES NO

Been proven negligent whilst supervising under16s on activities/courses organised by any other organisation? YES NO

If you have answered 'yes' to any of the above questions, please supply the dates and circumstances:.....

.....
.....

I certify that the information contained in this application is correct, and that I am not unfit to be working with juniors.

Signed:

Date:

Section 70(a) of the Children Act 1989 provides that a person who makes any statement in this notice or gives information which he/she knows to be false or misleading, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5.

Consent:

I agree to the local authority arranging for police records to be checked for previous convictions of me, the staff member, subject to the Rehabilitation of Offenders Act 1974 and exemption orders.

Signed:

Date: