

English Today Employment Application Form

Decisions to shortlist candidates for interview are based on the information provided on this form and a covering letter.

However, a Curriculum Vitae (CV) should also be submitted; it may be used during the interview process.

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to those involved in the recruiting chain, HR consultants and security staff.

It will also form the basis of the confidential personal record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed after 12 months.

This form, along with covering letter and CV should be returned either by email to: recruiting@english-today.org.uk.
Or by post to: English Today School of English, Culford School, Bury St Edmunds, Suffolk. IP28 6TX

The Position

Position applied for	
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Personal Details

Title		
Surname		
Forenames		
Former surnames (e.g. maiden name or where any previous change of name)		
Address		
Postcode		
Phone Numbers	Home	
	Work	
	Mobile	
Home Email		
Work Email		
Are you happy to be contacted via email?		At Home: Yes <input type="checkbox"/> No <input type="checkbox"/> At Work: Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously worked or applied for a position at Culford School?		Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please give details):
Are you currently applying for any other vacancy within the School (Prep/Senior/Summer School)?		Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please give details):

Please state any special requirements needed, either at your interview or in your place of work	
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Are you related to/or do you have a personal relationship with any employee or student of English Today?	
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Eligibility to work in the UK

Do you need a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do you have a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What type is it?	
Please state number	

Secondary School Education

Establishment	From	To	Qualifications Gained (Subject & Grade)

Continuing Education (College/University/Apprenticeships etc.)

Establishment	From	To	Qualifications Gained
Teacher Reference Number (if applicable)		NI Number	

Relevant Training Courses attended

Employment History

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please continue on a separate sheet. Please be aware that in addition to your referees and prior to any appointment, any previous employers may be contacted.

Current employer (school/company)		
Dates of employment	From:	To:
Current/final salary		
Notice period		
Position and main duties		
Reason for leaving		

Previous Employment

Name of employer (school/company)		
Dates of employment	From:	To:
Final salary		
Position and main duties		
Reason for leaving		

Name of employer (school/company)		
Dates of employment	From:	To:
Position and main duties		
Reason for leaving		

Name of employer (school/company)		
Dates of employment	From:	To:
Position and main duties		
Reason for leaving		

Name of employer (school/company)		
Dates of employment	From:	To:
Position and main duties		
Reason for leaving		

Name of employer (school/company)		
Dates of employment	From:	To:
Position and main duties	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Reason for leaving		

Gaps in work history

<p>Please give details of any time not already accounted for (including voluntary work, raising family and unemployment) since leaving school.</p> <p>Please continue on an A4 continuation sheet, if necessary.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Other Details

<p>Please give details of your leisure activities and clubs or associations to which you belong</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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References

Two references are required for external candidates. **One referee must be your current employer** or, if you are currently not working, your last employer. **If you have had more than one employer you must provide two employment references.** For students, one referee should be from your college/University. Internal candidates are required to provide one referee who must be their current manager. References will not be accepted from relatives or from people writing solely in the capacity of friends.

	Referee 1	Referee 2
Name		
Job Title		
School/ Company		
Address		
Post Code		
Tel. No		
E-mail		
Please tick the boxes below if you do not wish us to contact either of your referees prior to interview.		
Referee 1 <input type="checkbox"/> Referee 2 <input type="checkbox"/>		

DECLARATION

English Today and Culford School are committed to safeguarding and promoting the welfare of children in accordance with the Government's "Keep Children Safe in Education" policies. Consequently, the post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You must therefore declare any criminal convictions, cautions, reprimands or bind-overs you have ever had and give details of the offences. A criminal record does not necessarily disqualify you from working with us.

Do you have any criminal convictions, cautions, reprimands or bind-overs? Yes No

If yes, this information will be kept confidential; please give full details, here or in a separate document:

- I have not been disqualified from working with children, am not named on the Barred List nor the Protection of Children Act List, I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council),
- I understand that an Enhanced DBS Disclosure will be sought if my application is successful. Alternatively, a certificate of good conduct or police-check will be sought for those of non-British nationality.
- I certify that, to the best of my belief, the information I have provided is true and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.
- I understand that I may appear in photographs or videos, during my employment, and that these may be used by English Today for publicity and training.

Smoking, Alcohol and Substance Abuse Policy

I understand that:

- Smoking and substance abuse are not permitted at any time on Culford School campus or field/cultural trips.
- Alcohol is not to be consumed during working hours.
- Staff must be fit to supervise students at all times when on duty.
- Failure in these respects is a serious disciplinary matter which could lead to instance dismissal.

Signature:

Date:

(If completing the MS-Word version of this document on your computer, please print your name here, and you will be required to sign it at interview)

NB. All required safeguarding checks must be satisfactorily completed before an appointment can be finally confirmed.