



Concorde International Summer Schools

Job Application Form 2019 – Part 1

Passport-size
photo for
ID badge

(Please attach your
photo as a
JPEG or PNG)

Please read the accompanying notes before filling in this form
Use CAPITAL LETTERS for section 1 if writing by hand
Continue in the box on Page 4 if you run out of space in any section

1. Personal Details

Title		First Name		Surname	
Date of Birth	/ /		Nationality		
Mobile Phone			Email	1:	
Telephone			National Insurance Number	2:	
Address 1 (inc postcode)			Address 2 (inc postcode)		

2. Position Applied For (tick, or type 'Yes')

Centre Manager	
Academic Manager	
Activity Manager	
Activity Leader	
Airport Courier	
Teacher	
Teacher + Activities	

3. Preferred Centre (1, 2, 3... in order of preference)

	Residential	Non-Residential
Ashford		
Bath		
Canterbury Study Centre	Not available	
Folkestone	Not available	
Embley Park		
Kent College, Canterbury		
Rochester		

4. Availability for Work

Available from	/ /
Available until	/ /
Days off required:	
Date/s:	Reason:
Date/s:	Reason:
I am eligible for work in the UK:	YES / NO

5. Returning staff (New applicants go to section 6)

Previous Centre(s)	Year(s)

6. Qualifications: Professional, Teaching, and Post-Secondary Education (most recent first)

Institution	Qualification / Subject	Awarding Body	Date

7. Teaching Experience (in years/months)

	Adults (18+)	Teenagers (13-17)	Young Learners (8-12)	Young Learners (under 8)
UK				
Overseas				

8. Employment History and Relevant Experience (most recent first; please explain any gaps)

Name and Address of Employer	Position Held	Main Duties	From	To

9. References

	Current / Previous Employer Reference	Personal or Professional Reference
Name		
Organisation		
Position		
Address		
Phone		
Email		
Can we contact before interview?	YES / NO	YES / NO

Returning staff – we will still need to contact your referees for Safeguarding purposes regarding your employment / situation since last year.

10. Child Protection & DBS (Disclosure & Barring Service) Application

Have you ever:		
1. Been convicted of any offence against a child?		YES / NO
2. Been convicted of a criminal offence which is not 'protected'? *		YES / NO
3. Had a child removed from your care by order of a court?		YES / NO
4. Had registration under Part X of the Children Act 1989 & 2004 refused or cancelled?		YES / NO
5. Had your rights and duties with respect to any child vested in a Local Authority?		YES / NO
6. Had a prohibition imposed upon you at any time?		YES / NO
7. Been disqualified from acting as a foster parent?		YES / NO
Children Act 1989 Declaration	Signed:	Date:

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

* If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

As part of our Safer Recruitment policy you will need an enhanced Disclosure from the DBS (previously known as CRB). If you do not have a current DBS we will send you a form with more information. If you already have a DBS disclosure certificate please provide details below. We will still need to see the original certificate before your employment commences. If you are applying from overseas it is your responsibility to provide your overseas equivalent of DBS.

DBS / CRB Reference no:	Date of Issue: / /
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11. Professional Development 2018/19

<p>Please tell us about any professional development you have undertaken in the last twelve months. For example: gained an additional EFL qualification/membership of a professional organisation (IATEFL/TESOL/BALEEP)/any in-service courses or conferences attended or on-going/participation in British Council webinars/other)</p>

12. Personal Statement & Additional Information

<p>Please tell us briefly why you feel you are a suitable candidate for the position for which you are applying:</p>

13. Declaration

I declare that the information I have provided on this form is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form providing to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature		Date	
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14. Submitting the Form

Please read the accompanying notes and checklist then send the form to us

By post to:

Recruitment Officer, Concorde International Summer Schools, Arnett House, Hawks Lane, Canterbury, Kent CT1 2NU

By email to:

recruitment@concorde-int.com

Thank you very much for your application. We will be back in touch in due course.

PLEASE CONTINUE TO PART 2

If text boxes have moved while filling in this form, please make sure Part 2 remains on a single separate page



Concorde International Summer Schools

Job Application Form 2019 – Part 2

INFORMATION ABOUT OTHER SKILLS RELATING TO THE JOB

Name		Position applied for	
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Activities Please give yourself a score for each activity:

1 = Not keen; 2 = Happy to supervise; 3 = Guidance needed; 4 = Enthusiastic; 5 = Experienced organiser/instructor

Sports	Score	Performing Arts	Score	Art and Crafts	Score
Badminton		Dance-Contemporary		Drawing	
Cricket		Dance-Latin		Face painting	
Football		Drama		Hair braiding	
Swimming		Drumming		Jewellery making	
Table Tennis		Music		Model making	
Tennis		Singing		Origami	
Volleyball		Musical instrument:		Painting	
Other:		Other:		Other:	

B. Qualifications

Lifeguard qualification	YES / NO	First Aid Certificate (up to date)	YES / NO
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C. Excursions and visits

Please give yourself a score for each of the below:

1 = Never been; 2 = No knowledge, will try; 3 = Guidance needed; 4 = Some knowledge; 5 = Confident to lead excursion

Summer School Locations	Score	Excursion Destinations	Score	Areas of London	Score
Hampshire		Brighton		London – Knightsbridge	
Ashford		Cambridge		London – Southbank	
Bath		Greenwich		London – West End	
Broadstairs		Margate		London – Museums	
Canterbury		Oxford		Transport in London	
Folkestone		Salisbury			
Rochester		London – Main Sights			

D. Other duties. Please give yourself a realistic score out of five (a 1 is low, a 5 is high) for the following skills:

Administrative skills	1 / 2 / 3 / 4 / 5	Pastoral skills	1 / 2 / 3 / 4 / 5
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