



Concorde International Summer Schools

Accompanying notes for 2019 job application form

(The numbers apply to the relevant sections of the form)

1. Most of our contact with you will be by email, but under 'Address 1' please let us have the best postal address for us to use, with 'Address 2' as a back-up (for example for term-time or non-term-time, or your base in the UK if you live overseas).
 2. Make sure you have read and understood the job description(s) for the position(s) for which you are applying.
 3. You can choose more than one centre. This gives us more flexibility when it comes to allocating staff; it is also possible for you to work in more than one centre over the summer period. There is no residential accommodation in Folkestone. There is residential accommodation at Kent College in Canterbury, but this is not usually available for staff working at Canterbury Study Centre or Canterbury High.
 4. We are aware that the summer is a time for holidays, family occasions and graduations, so you are welcome to take days off for these, providing it is no more than two days in any one week. For non-EU staff, Concorde is NOT able to assist with applying for work permits or travel visas.
 5. Returning staff only – if you have worked for Concorde International previously please tell us the location(s) you worked at and the year(s) of your employment.
 6. We do not need you to tell us about GCSEs or A Levels. Please send us a photocopy (or scan) of your qualifications/certificates. Do not post us the originals of any certificates as we cannot guarantee their safe return. Teachers should make sure their qualifications satisfy the conditions set out in the job description. Teachers will also need to show us the original of their CELTA/TESOL certificates so should bring these to the centre to show to the Centre Manager.
 7. This section applies to potential teachers and Academic Managers only.
 8. Relevant experience includes work at summer schools or camps, work with children and young people, teaching experience, management experience, work supervising activities/sport. We need to see your full employment history, including reasons for any gaps, so please continue on another sheet if necessary.
 9. We always take up references after accepting you for a position. We are looking for professional rather than personal references, so please give us the names of two previous employers (or head teachers / college principals / lecturers / tutors). If you have worked for another language school we would prefer a reference from them
 10. Concorde International operates its own Child Protection Policy in accordance with UK legislation. If your answer to any of the questions 1-6 is 'YES', please supply dates and circumstances on a separate page; a DBS check may also be requested. Section 70(a) of the Children Act 1989 provides that any person who makes any statement, or gives information, which s/he knows to be false or misleading, shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 5. Typing your name if you are filling in the form electronically will be accepted as a signature.
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