

APPLICATION FORM

Please complete ALL sections. This form WILL be used to shortlist candidates for interview. Candidates who omit to fill and send this form in will not be shortlisted.

1. APPLICATION FOR THE POST _____

2. PERSONAL DETAILS (BLOCK LETTERS PLEASE)

Surname:

Forename(s):

Title by which you wish to be referred: Mr/Mrs/Miss/Ms/Other *(Please indicate which is applicable)*

Nationality:

Address for correspondence:

Permanent address (if different):

Post code:

Post code:

Home telephone no: _____

Mobile telephone no: _____

Work telephone no: _____ Extn: _____

Email address: _____

3. PRESENT OR LAST EMPLOYER

Name and address of current / last employer:	Name and address of establishment where employed (if different):
Postcode:	Postcode:
Nature of business:	Job title/Post:
Start date of employment:	
Present annual salary or weekly wage (gross):	Other benefits (if applicable):
Hours/sessions worked per week:	Notice required (or leaving date if last appointment):

Reason for leaving or for seeking other employment (if applicable):

Brief description of duties:

4. PREVIOUS EMPLOYMENT

Starting with the most recent first. Include work/voluntary experience and any periods of unemployment.

Employer(s) name and address	Job title	Grade & salary/wage	Full or Part-time (give hrs)	Dates				Reason for leaving
				From		To		
				M	Y	M	Y	

Continue on separate sheet if necessary.

5. EDUCATION, TRAINING & QUALIFICATIONS

Dates		Secondary School/College/University	Qualification gained	Grade/class of degree	Date
From	To				

Other relevant training courses attended (Please continue on separate sheet if necessary)

Organising body	Course title	Length of course

Membership of Professional Bodies

Name of body	Type of membership	Date obtained

6. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover **ALL** the essential points of the person/employee specification linked to the Job description.

7. REFEREES

Please provide details of two referees below. Friends and relatives are **NOT** acceptable referees. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The British Section reserves the right to approach any previous employer or manager. Where references are taken up on short-listed candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name:	Name:
Status:	Status:
Organisation (if appropriate):	Organisation (if appropriate):
Address:	Address:
Postcode:	Postcode:

Telephone number:	Telephone number:
Email address:	Email address:
How long known?	How long known?

Do you give consent to us contacting your present employer prior to interview? **YES / NO**

If **NO**, you may wish to give reason(s) _____

8. HEALTH/MEDICAL DETAILS

The Successful applicant will be required to attend a medical appointment.

9. DISCLOSURE OF CRIMINAL AND DISCIPLINARY BACKGROUNDS

The Authority is required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service or any other relevant institution.

Please answer the following questions.

Have you ever been convicted of a criminal offence? **YES / NO**

Have you ever been cautioned for a criminal charge? **YES / NO**

Are you at present the subject of a criminal charge? **YES / NO**

If **YES** to any of the above questions, please give brief details including dates.

10. GENERAL

Are you interested in Job Share? **YES/NO**

Please give details of any dates within the next 2 months when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving licence?

YES/NO

Do you have regular use of a vehicle?

YES/NO

You are required to declare below any relationship with or to a member of this school/section.

Please state name and position:

11. ADDITIONAL INFORMATION

If there is any other information relevant to the recruitment process that you would like to advise us of in order for us to ensure every attempt is made to meet your needs, please inform us using the space below. This could include information on any special requirements that you may have in order to enable you to attend an interview.

12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the EU and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the British Section.



Please return your completed form to arrive by the closing date (Friday 17th January 2020) to the following address recruitment@english31.org either as a Word or a PDF document. If you have not received a reply within the next 4 weeks, you should assume that your application has been unsuccessful.