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| Concord Logo BLK | **APPLICATION FORM FOR**  **SUMMER COURSE – TEACHING POSTS** |

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| **Which post are you applying for:**  **Which course/courses are you applying for:** JULY  AUGUST |

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| **Personal Details** |
| Title: (Mr/Mrs/Miss/Ms etc) Date of birth:  Surname: Forenames:  Maiden name or any previous names known by:  National Insurance no:  Current Address:  Post code:  Home telephone no:  Mobile telephone no:  E-mail address:  Skype address:  Teacher reference number:  Are you registered disabled? YES / NO  Do you have the right to take up employment in the UK  and, if necessary, a work permit? YES / NO  Do you hold a current driving licence? YES / NO  Would you be prepared to drive a minibus? YES / NO |

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| **Education and Qualifications** | | | |
| Please give details of ‘A’ levels awarded with grades | | | |
| **Attended**  **From To** | | **School/College** | **‘A’ levels (or equivalent)**  **with grades** |
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| Please give details of degrees awarded | | | |
| **Attended**  **From To** | | **University/College** | **Qualification/Subject with grade/level** |
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| Please give details of post graduate and/or professional qualifications applicable to your Summer School application | | | |
| **Attended**  **From To** | | **University/College** | **Qualification/Subject with grade/level** |
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| Please give details of TEFL qualifications (if applicable) | | | |
| **Attended**  **From To** | | **Awarding Institution** | **Qualification and grade achieved** |
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| **Present Post and Responsibilities** | | |
| **Date started** | **Name and address of employer** | **Post Title and Responsibilities** |
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| **Employment History** |
| Please complete the Employment History sheet overleaf, ensuring any gaps in employment are explained below. |
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| **Employment History** | | | | |
| Please give details of all previous employment, including previous positions held with your current employer. | | | | |
| **Dates (month/year)**  **From To** | | **Name and address of Employer** | **Position held** | **Reason for leaving** |
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**Please note:** This information will be verified if an offer of employment is made.

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| **Teaching Experience/Continuing Professional Development** |
| Please outline below your teaching experience and skills gained in previous positions, or further information you feel is relevant to the post for which you are applying. |
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| **Supporting Documents** |
| You may submit a separate letter/personal statement or CV to support your application. |

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| **Active English Lessons – for EFL teachers only** |
| Please also indicate which of the following subjects you would be willing to team teach in the College’s afternoon Active English lessons, for which teaching material is available.   |  |  |  | | --- | --- | --- | |  | Teach | Support | | MOVIE MAKING (ability to use editing software required) |  |  | | MUSIC PERFORMANCE (musical ability required) |  |  | | MUSIC TECHNOLOGY (knowledge of Cubase software or similar – familiarisation training available) |  |  | | PHOTOGRAPHY (knowledge of Photoshop required) |  |  | | MISSION IMPOSSIBLE (problem-solving) |  |  | | FASHION (sewing ability, hand and/or machine required) |  |  | | DANCE (ability to teach and choreograph required) |  |  | | DRAMA |  |  | | COOKERY |  |  | | BASKETBALL |  |  | | VOLLEYBALL |  |  | | TRAMPOLINING |  |  | |

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| **Active Interests / Coaching Qualifications – for Sport teachers only** |
| **In addition to the extra-curricular sports programme you will be required to teach/team teach sessions as part of the College’s ‘Active English’ programme. Please indicate which activities you feel able to teach and whether you hold a relevant coaching qualification.**   |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Teach** | **Qualification & Awarding Body** | **Date** | | FOOTBALL |  |  |  | | BASKETBALL |  |  |  | | VOLLEYBALL |  |  |  | | TRAMPOLINING |  |  |  | | SWIMMING |  |  |  | | FITNESS WORKOUT |  |  |  | | DANCE |  |  |  | | GENERAL SPORTS |  |  |  | | OUTDOOR ACTIVITIES |  |  |  | |

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| **Active Interests / Experience / Qualifications – for Performing Arts teachers only** |
| **In addition to the extra-curricular sports programme you will be required to teach/team teach sessions as part of the College’s ‘Active English’ programme. Please indicate which activities you feel able to teach and whether you hold a relevant coaching qualification.**   |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Teach** | **Qualification & Awarding Body** | **Date** | | DRAMA |  |  |  | | SCRIPT WRITING |  |  |  | | COSTUME DESIGN |  |  |  | | STAGE DESIGN |  |  |  | | MUSIC |  |  |  | | SINGING |  |  |  | | DANCE |  |  |  | | OTHER |  |  |  | |

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| **Active Interests – all applicants** |
| Please state any areas where you feel you could make a contribution to Concord College’s extra-curricular programme, or any other suggestions for Active English lessons. |

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| **Referees** |
| Please provide names, addresses and telephone numbers of two referees, one of which should relate, if applicable, to your present post, or most recent employer, or a member of the School/University Academic Staff. If newly qualified, your first referee should be from your College/University and your second should be from your final teaching placement. Written references will be sought and verified by telephone. References will be taken up if you are short-listed for this post, and we will seek information about any past disciplinary or child protection issues. |
| Name: Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Post code:  Telephone no: E-mail address:  **Please indicate if you agree to this referee being contacted at this stage: YES / NO** |
| Name: Position:  In what capacity do you know the referee:  Name of organisation:  Address:  Post code:  Telephone no: E-mail address:  **Please indicate if you agree to this referee being contacted at this stage: YES / NO** |

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| **Safeguarding and Child Protection** |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are not entitled to withhold information about police cautions, ‘bind-overs’, or any criminal convictions, including any that would otherwise be considered ‘spent’.  **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined**  **By the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?**  ***(For information, visit http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\_20131198\_en.pdf)***    **YES / NO** If YES, please give details below.  **An enhanced DBS check will be carried out before any appointment is made. Not disclosing a conviction which is later revealed by an enhanced DBS check will result in termination of employment. A criminal record will not necessarily be a bar to obtaining a position.** |

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| **Declaration - please read carefully** |
| I declare that the information I have given on this form is true and complete and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.  I consent to the College processing the data supplied on this application form for the purpose of recruitment and selection. I also give permission for the College to approach any previous employer for verification of the information given above, should an offer of employment be made.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview. |

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| **Please note:**  This application form must be fully completed, including the employment history section, and submitted along with any supporting documents. It is not acceptable to use “Refer to CV”. |

**Please return your completed application to:** The HR Officer, Concord College

Acton Burnell, Shrewsbury, SY5 7PF

E-mail: n.fox@concordcollege.org.uk

BMB-D/MP/LJ/Nov 15