

CONFIDENTIAL



TEACHER APPLICATION FORM

NAME OF APPLICANT:

PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND / OR SUPPLEMENTARY DOCUMENTS TO LIVERPOOL ENGLISH CENTRE.

DETAILS OF ROLE APPLIED FOR

Application for the position of:

At: Liverpool English Centre

1 Victoria Street, L2 5QA,

In the Local Authority of: Liverpool

Please state where (or how) you first learned of this vacancy:

1. APPLICANT'S PERSONAL DETAILS

Title:

Surname:

First Name(s):

Known as (if applicable): Any former name(s):

Address:

.....
.....

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

Address	Dates

Telephone numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted?

National Insurance No.:

TESOL / CELTA Certificate No.: Date of qualification:

Basic Disclosure Certificate No.:

Basic Disclosure Check Date:

2. DETAILS OF APPLICANT'S PRESENT EMPLOYMENT

Are you presently employed? Yes No

If no, please proceed to the next section.

Details of Present Post

Role:

At

School/College

Address:

Telephone No.:

Permanent: Temporary: Full time: Part time: Job Share:

Date of Appointment:

Notice Required:

If notice already given, date it is due to expire:

Probationary Period/ Induction year completed? If so, please provide date:

Description of key duties/responsibilities (including courses and key stages taught (if applicable)):

Please provide the following information relating to present salary and scale:

Salary scale (e.g. Main/Upper/Leadership):

Gross annual salary:

3. APPLICANT'S EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE

Please complete in chronological order, **starting with the most recent:**

Full name and address of school / institution Selective etc) (include local authority if relevant)	Approx size of classes	Age range taught & sex	Post held & responsibilities including courses & key stages taught	Dates employed Month / Year	Reason for Leaving
				From - To	
				-	
				-	
				-	
				-	
				-	
				-	

4. OTHER EMPLOYMENT/WORK EXPERIENCE

Please complete in chronological order, **starting with the most recent**:

Employment / Experience	Employer / Location	Responsibilities	Dates employed Month / Year From - To	Reason for Leaving
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology - please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from - to)	Activity
..... -	
..... -	

Dates (from - to)	Activity
..... -	
..... -	

POST-16 EDUCATION AND TRAINING

Please complete in chronological order, **starting with the most recent:**

Full name and address of establishment	Full time or part time	Dates Attended Month / Year	Date of Award	Awarding Body & Registration No. (if known)	Award
		From - To			

Post-Graduate Qualifications (or equivalent))

		-			
		-			
		-			

Higher Education Qualifications

		-			
		-			
		-			

School/college Qualifications

		-			
		-			
		-			

PROFESSIONAL MEMBERSHIPS

Please list any relevant professional bodies of which you are a member:

INTERESTS AND HOBBIES

Please list your interests and hobbies outside of work:

SUPPORTING STATEMENT

Please provide a brief written statement detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the standards for the position for which you are applying.

REFERENCES

Please provide two professional references. hotmail. com, gmail. com ect. will not be accepted as referee email addresses.

Present School/Employer:

Name:

Address:

Role:

Telephone:

Email:

Other Professional (this must be your most recent school / college employer):

Name:

Address:

Role:

Telephone:

Email:

Relationship to referee:

Notes: We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons. If any of your referees knew you by another name, please specify that name(s) here:
.....

BASIC DISCLOSURE OF CRIMINAL MATTERS

Liverpool English Centre operates a basic disclosure checking procedure for employees.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory basic disclosure check in relation to criminal matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a Basic Disclosure Check(s) being made:

DATA PROTECTION ACT 1998

By checking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and / or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Liverpool English Centre will require you to provide documentary evidence of your entitlement to undertake the position applied for and / or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

DECLARATION

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults

Signature:.....

Date: