



Concorde International

Making friends across the world...

Hawks Lane, Canterbury, Kent CT1 2NU

Email: recruitment@concorde-int.com

Please attach 2 suitable passport sized photos or email an image of yourself with this application.

The photo supplied will be used for your staff ID card.

APPLICATION FOR EMPLOYMENT ALL SECTIONS MUST BE COMPLETED IN FULL

Personal Details:			
Title:	First Name(s):	Surname:	
Date of Birth: / /		Nationality:	
Telephone No:		Email Address 1:	
Mobile No:		Email Address 2:	
Permanent Address:		Other Address:	
Postcode:		Postcode:	
Have you worked for Concorde International before? If Yes, where and when?		Yes / No	
Further Information:			
Concorde International is unable to assist in any way with applying for work permits or travel visas for its employees. Are you eligible to work in the UK? Yes / No			
Do you suffer from a disability or any medical conditions or have any dependencies that we should be aware of? If so, please give brief details:			
When are you available for work?			
From:		To:	
Do you need any additional days off during this employment?			
Dates:		Reason:	
Position Applied For:	<input checked="" type="checkbox"/>	Which centre would you like to work in? Please indicate in order of preference (E.g. Cambridge 1, Rochester 2, Ashford 3)	Accommodation Required? Please Tick <input checked="" type="checkbox"/>
Academic Director	<input type="checkbox"/>	Ashford	None available
Activity Leader	<input type="checkbox"/>	Cambridge	
Activity Manager	<input type="checkbox"/>	Canterbury Study Centre	None available
Centre Director	<input type="checkbox"/>	Canterbury St. Edmunds	
EFL Teacher	<input type="checkbox"/>	Folkestone	
Work Experience	<input type="checkbox"/>	Hampstead, London	
		Rochester	
		Worcester	
Please let us know how you heard about Concorde International: (E.g. internet website, friend, newspaper, job fair etc.)			

Education (include TEFL qualifications, A-Levels, Diplomas, Degrees etc.)

You will need to include an up to date CV with your application

Name of Institution	Qualification / Subject	Awarding Body	From	To

Certificates

Please send a scanned image or photocopy of your qualifications with this application form.

WE WILL NEED TO SEE THE ORIGINAL CERTIFICATES before your employment starts so please make sure you have access to them. Do **not** send original certificates by post.

First Aid Qualification:

Lifesaving Qualification:

Expiry Date:

Expiry Date:

Activities

During the summer you will be involved in many of the afternoon, evening and weekend activities that make up the Summer School Activity Programme.

Please complete the tables below by rating your ability from 1 - 4

1 = Qualified to do this activity

2 = Experienced in organising this activity

3 = Able to supervise

4 = Not keen

This information helps us to allocate you to the summer activities and excursions in the best possible way.

Sports	1,2,3,4	Performing Arts	1,2,3,4	Arts & Crafts	1,2,3,4
Team Games		Drama Workshops		Pottery	
Football		Street Dancing		Bracelet making	
Badminton		Salsa Dancing		Hair Braiding	
Tennis		Ballroom Dancing		Drawing	
Volleyball		Singing		Painting	
Netball		Other		Model Making	
Rounders				Origami	
Table Tennis		Can you play a musical instrument?	✓	Card making	
Cricket				Papier Maché	
Ten Pin Bowling		Piano		Fabric Painting	
Swimming		Guitar		Face masks	
Ice-Skating		Drums			
Other		Other		Other	

Teaching Experience

Location	How much time (months, years) have you spent in teaching the following students?			
	Adults (18+)	Teenagers (13-17)	Young Learners (8-12)	Young Learners (Under 8)
UK	□□□□			
Overseas				

Employment History and Relevant Experience*

Please include details of experience in summer schools, management positions, supervision of children, organisation of sporting and social activities etc.

Name and Address of Employer	Position Held	Main Duties	From	To

*Please note that in order to process your application, your **full employment history** is required. Please continue on a separate sheet if necessary and provide an up to date CV with this application. If you have previously worked with children, we may contact those relevant previous employers.

References

Please give the names of **two** professional referees who may be contacted:

Name:	Name:
Position:	Position:
Address:	Address:
Tel./Fax:	Tel./Fax:
E-mail:	E-mail:
May approach prior to interview? YES/NO	May approach prior to interview? YES/NO

Please note: Concorde will approach referees in all cases where an applicant is accepted for one of these positions. Your personal details will be recorded on our computers in accordance with our registration under the Data Protection Act 1998. If you are happy for us to contact you about vacancies in future years, please indicate here. **Yes / No**

Child Protection and Children Act 1989 Declaration

Concorde International operates its own Child Protection Policy in accordance with UK legislation. We take the recruitment of all personnel very seriously in order to safeguard the wellbeing of all our staff and students. Please answer the following questions carefully in accordance with Children Act 1989:

Have you ever: (please tick)	Yes	No
Been convicted of any offence against a child?		
Had a child removed from your care by order of a court?		
Had registration under Part X of the Children Act 1989 refused or cancelled (childminding)?		
Had your rights and duties with respect to any child vested in a Local Authority?		
Had a prohibition imposed on you at any time?		
Been disqualified from acting as a foster parent?		
Do you hold a Criminal Records Bureau (CRB) disclosure certificate? If yes, please give date and reference No:		

If you have answered **YES** to any of the above questions, please supply dates and circumstances on a separate page. Section 70 (a) of the Children Act 1989 provides that a person who makes any statement in this notice or gives false information which he/she knows to be false or misleading, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5. I understand and accept that I may be requested to have a CRB check in respect of the above.

Children Act 1989 Declaration	Signature:	Date:
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Final Section

Please read carefully and sign below

I declare that the information I have given on this form and elsewhere in connection with my application is true and correct and that misleading statements may be sufficient for cancelling any agreements made. Because of the sensitive nature of the duties that successful applicants will be expected to undertake, I understand that I will be required to complete a confidential declaration to include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand too that a CRB enhanced disclosure and police check may be sought in the event of my being offered a post.

Signature:

Date:

If you are emailing this application form you can type your name instead of signing. This will count as an electronic signature.

Final Checklist:

- Have you completed all parts of this form and signed it?
- Have you attached an up to date CV?
- Have you attached **copies** (no originals, please) of your qualifications?
- Have you attached 2 suitable passport photos or images for your ID badge?
- If you are posting your application have you attached enough postage? You might prefer to send your application by recorded mail for guaranteed safe delivery.
- If you are contacting us by email do you have enough space in your inbox for us to reply?

If any of the above are not complete your application may take longer to process and you may miss out on the available positions.

Thank you for taking care in completing this form and please return it with all relevant documents to the address given.

Please return to:

**Danny Bowles
Director of Vacation Courses
Concorde International
Arnett House
Hawks Lane
Canterbury
Kent
CT1 2NU**

Or email to
recruitment@concorde-int.com

If you prefer to call us please call 01227 453315

What happens now?

1. Please bear with us during this busy time as we receive many applications at once and it might take us up to seven days to process the forms.
2. Once we receive your application we will contact you to confirm receipt and inform you if we would like to arrange an interview.
3. If your application and interview are successful we will need you to provide us with some more information before your employment commences. We will send you these forms as soon as possible.
4. You will be sent an official Offer Letter which clearly identifies the position, location and dates of your employment. You will need to read this letter carefully, sign it and return it to us. You should keep a copy for yourself.
5. We will send off for your references. Once these are returned and your Offer Letter has been signed and returned we will send you your Contract of Employment. You will need to sign this contract and send us a signed copy. You should keep a copy for yourself.
6. A few weeks before your employment commences we will send you some more information about how to get to the centre, who to meet and what to bring with you.
7. If at any time during this process you would like some further information please do not hesitate to contact us.

Thank you for your application and we look forward to working with you this summer