Thank you for enquiring about employment with UKLC for Summer 2022. In order to process your application, we require you to complete and return this application form **along with your current and FULL CV (if not already provided)**

**This is necessary even if you are a returning member of staff**

Please use black ink or type and ensure all sections and declarations are completed. Please email the form to: [recruitment@uklc.org](mailto:recruitment@uklc.org)

**If your application is successful, you will be contacted for an initial interview.**

Thank you.

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| **Personal Information** | | |
| **Position applied for**: | | |
| **Title: (Mr, Mrs, Miss)** |  | |
| **First Name:** |  | |
| **Middle Name:** |  | |
| **Surname:** |  | |
| **Permanent address** (year round postal contact): | | |
| **Current/temporary address (e.g. overseas) if applicable**: | | |
| **Home telephone number:** | | **Mobile number**: |
| **Email address:** | | **SkypeTM name:** |
| **Nationality:** | | **National Insurance No**: |
| **Do you hold a current enhanced disclosure certificate (DBS)?** Y/N  If yes, please give **counter signatory details**, the date and disclosure number: | | Have you registered with the DBS update service?  Y/N  (The DBS update service is a practical way for potential employers to check your DBS certificate online. You must register yourself and registration costs £13 a year). |
| **Do you have the right to work in UK?** Y/N  I**f you have a visa/permit please state what this is and when it expires:\***  (\*UKLC is not a sponsor for visa applicants under the UK’s points based immigration system and, as such, all applicants should be able to provide evidence that they have right to work in the UK. This will include, but is not limited to, providing proof of being a citizen of the UK; a national of the Republic of Ireland; having permanent residence or indefinite leave to remain under the EU Settlement Scheme; or having a current passport or Biometric Immigration Document which evidences that the person can stay in the UK and work. You will be obliged to provide proof of this prior to the start of your contract). | | |

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| **Centre Preference** | | | | | | | | |
| **What dates are you available to work?** |  | | | | | | | |
| **What is your preferred summer school centre:** | **Choice 1** | | | **Choice 2** | | | **Choice 3** | |
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| **Do you require accommodation?** | **Y/N** | | | **Y/N** | | | **Y/N** | |
| **Year Round Ministays – please let us know if you are available to work on our year round ministays outside of the summer season** | | | | | | | | |
| **March - June** | **August - November** | | | | **December - February** | | | |
| **Y/N**  **Please specify dates:** | **Y/N**  **Please specify dates:** | | | | **Y/N**  **Please specify dates:** | | | |
| **Teaching Qualifications** | | | | | | | | |
| **Qualification** | **Institution** | | | | | | **Date completed** | |
| **Trinity TESOL** |  | | | | | |  | |
| **Cambridge CELTA** |  | | | | | |  | |
| **Trinity Dip TESOL or Cambridge DELTA** |  | | | | | |  | |
| **PGCE** |  | | | | | |  | |
| **Other (please specify)** |  | | | | | |  | |
| Years of EFL teaching experience(Calculate up to June 2022. If less than one year, please indicate number of months.) | | | | | | | | |
|  | | **Adults** | | | | **Juniors** | | |
| **UK** | |  | | | |  | | |
| **Overseas** | |  | | | |  | | |
| **Sports Qualifications** | | | | | | | | |
| **Qualification** | **Title** | | **Institution/Governing body** | | | | | **Date completed** |
| **PGCE in Physical Education:** |  | |  | | | | |  |
| **Degree:** |  | |  | | | | |  |
| **BTEC National Diploma:** |  | |  | | | | |  |
| **National Governing Body Sports Qualifications:** |  | |  | | | | |  |
| **Other:** |  | |  | | | | |  |

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| **Other qualifications** | | |
| **Do you hold either a First Aid or Life Saving qualification:** Y/N  **If yes, please give details below:** | | |
| **Title of Qualification** | **Training Provider** | **Expiry date** |
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| **Employment History** |
| **Please forward a copy of your updated CV. It must contain your FULL employment history and account for any gaps. We may contact previous employers if you have worked with children.** |

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| **Referees** | |
| If not already stated on your CV, please give contact details for two referees from the last four years who can be contacted on your behalf. Ideally, your referees should be able to comment on your suitability to work with children. They should not be UKLC employees. | |
| Name: | Name: |
| Address: | Address: |
| Telephone (obligatory): | Telephone (obligatory): |
| Email (obligatory): | Email (obligatory): |
| Relationship to you: | Relationship to you: |
| When may we approach them?  Prior to INTERVIEW STAGE/Pre OFFER | When may we approach them?  Prior to INTERVIEW STAGE/Pre OFFER |
| **Further Information** | |
| Please state any further information you would like to add in support of your application: | |

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| **Consent** |
| I am happy for my data to be securely stored by UK Language Courses and to be contacted in the future via email or phone regarding UKLC employment opportunities and UKLC news items.  O Yes O No |
| I am happy for any medical and dietary information to be passed to relevant third parties (eg. School or University catering departments).  O Yes O No |
| **Signed: Dated:** |

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| Declaration |
| I declare that: |
| * I have read and understood the job description. * the information I have given on this form and elsewhere in connection with my application is accurate and true and I am aware the deliberate falsification or withholding of information will result in the withdrawal of any offer of employment made. * I am able to provide photographic identification in the form of either a valid passport or driving licence. This will be checked at interview/induction. * I have given a full and accurate history of my employment and I am happy to account for any gaps in my CV. * I am in possession of the certificates which I claim to hold and that in the event of a position being offered, I will provide originals and copies as requested. * I understand that data contained on this form may be disclosed to trusted third parties including British Council inspectors and agents that UKLC works with, for quality assurance and inspection purposes. * To the best of my knowledge, I am medically fit to take up this post and do not know of any reason, medical or otherwise, that would not allow me to carry out the full duties and responsibilities of the post if it was to be offered to me. * I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body * I give my consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records (Data Protection Act 2018). * I am willing for UKLC to keep my records on their database and to contact me about future vacancies for the next three years unless I inform them otherwise. * I understand that all positions within UKLC involve working with young children aged 8-17 years old and as such these positions are exempt from the Rehabilitation of Offenders Act (ROA) 1974. * I am happy to complete a confidential declaration (below) to include details of any criminal convictions, cautions, reprimands, final warnings and any other information that may be relevant to my suitability for the post. I also understand that a DBS Enhanced Disclosure (including the Barred List) check will be sought if I am offered a position with UKLC or during the recruitment process. |
| Signed: |
| Date: |

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| **Declaration of Suitability to Work with Children** |

To be completed by all applicants and returned with application form.

Because of the sensitive nature of the duties you will be expected to undertake, you are required to disclose details of any criminal record and an Enhanced DBS or Disclosure Scotland may be processed. Only relevant convictions and other information will be taken into account. Disclosure may not necessarily be a bar to obtaining the position. The post that you have applied for is exempted from the *Rehabilitation of Offenders Act 1974*, which means all convictions, cautions, reprimands and final warnings on your records need to be disclosed.

**NB: A person who makes, with respect to themselves, any statement which is false may be dismissed or have an offer of employment withdrawn.**

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| **Title:** |  |
| **First Name:** |  |
| **Middle Name:** |  |
| **Surname:** |  |
| **Home Address:** |  |

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| **Have you ever:** | **Yes** | **No** |
| * Been convicted of any offence against a child? |  |  |
| * Had any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post? |  |  |
| * Had a child removed from your care by order of a court? |  |  |
| * Been proven negligent whilst supervising under 16s on activities / courses organised by another organisation? |  |  |
| * Been disqualified from work with children or subjected to sanctions imposed by a regulatory body? |  |  |
| * Have you ever been on the Barred List (formerly known as List 99), disqualified from work with children or subjected to sanctions imposed by a regulatory body? |  |  |
| * Had a prohibition order or injunction imposed on you at any time? |  |  |
| * Been convicted by the courts or cautioned, reprimanded or given a final warning by the police? |  |  |

If you have answered **“yes”** to any of the above questions, please provide information of the circumstances and the dates involved.

I declare that I have not withheld any information relevant to the above and understand that any offer of employment is subject to reference checks (written and verbal), a satisfactory Enhanced DBS or Disclosure Scotland and check of the Barred List, the entries on this application form proving to be complete and accurate and, if appropriate, I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

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| Signed: |
| Date: |

**Safeguarding / Child Protection Statement:**

UKLC is committed to providing a safe and secure environment for the children in our care.

The way we ensure this is by:

         Operating a rigorous recruitment process and thoroughly vetting all staff and host families.

         Having a clear Safeguarding Policy and clear procedures for protecting the students in our care and keeping them safe.

         Ensuring that all our staff and hosts are aware of and conversant with our Safeguarding Policy, that all staff are trained in this policy and that all staff (and hosts) are invited to complete an online **Safeguarding in Language Centres** courseand submit the certificate to head office.

         Having a clear Behaviour Policy in place and procedures to ensure that our centres are free from bullying, harassment and extremism.