Application form Post applied for: Assistant Director of Studies

Please do not submit a CV in place of any section in this form. Any information provided in this way will not be considered.

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| **Personal information** | | | |
| Full name | |  | |
| Home Address | |  | |
| Telephone number(s) | |  | |
| Email address | |  | |
| Contact address (if different from above) | |  | |
| Nationality | |  | |
| Notice period required | |  | |
| **Educational and professional qualifications** | | | |
| **Dates**  **From/to** | **Institution (school/college/university)** | | **Qualifications attained** |
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| **Experience (Employment history)** | | | |
| Please start with the most recent and explain any gaps. | | | |
| **Dates**  **From/to** | **Organisation (name and location)** | | **Role/ Key duties/Reason for leaving** |
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| **Experience (Employment history) cont.** | | | | |
| **Dates**  **From/to** | **Organisation (name and location)** | | **Role/ Key duties/Reason for leaving** | |
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| **Details of current employment** | | | | |
| Name of current employer | |  | | |
| Address of current employer | |  | | |
| Present job title | |  | | |
| Time spent in current post | |  | | |
| Main duties of current post | |  | | |
| **Supporting information** | | | | |
| **Please provide brief details of skills and experiences you have acquired that demonstrate your suitability for the role, paying particular attention to each area in the specification.** | | | | |
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| **Languages spoken** | | | | |
| **Language** | | | | **Level** |
|  | | | |  |
| **Referee information** | | | | |
| Please provide details of at least two referees, one of which should be your current line manager. You are requested to list referees who can be contacted immediately. | | | | |
| **Referee 1 (current employer)** | | | | |
| Name of referee | | | |  |
| Job title | | | |  |
| Relationship to you (line manager/colleague) | | | |  |
| Address | | | |  |
| Telephone number | | | |  |
| Email | | | |  |
| **Please tick this box if you do not want us contact this referee prior to interview □** | | | | |
|  | | | | |
| **Referee 2** | | | | |
| Name of referee | | | |  |
| Job title | | | |  |
| Relationship to you (line manager/colleague) | | | |  |
| Address | | | |  |
| Telephone number | | | |  |
| Email | | | |  |
| **Please tick this box if you do not want us contact this referee prior to interview □** | | | | |
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| I confirm that all the personal details provided in this application form are correct and where applicable can be supported with appropriate documentation.  I confirm that I have the right to work in UK and can provide the appropriate documentation to support this statement.  I confirm that there is no reason that I should not work unsupervised with under 18s and would be willing to provide or undergo an enhanced DBS check.  Signed: Date: | | | | |
| Please send this completed form to: Carol Syder, Director  By post: By email:  The English Experience [director@englishexp.co.uk](mailto:director@englishexp.co.uk)  8-10 Upper King Street  Norwich  NR3 1HA | | | | |