This application must be supported by an up-to-date CV. Please make sure your full employment history is listed on this, and that you have fully explained any gaps e.g. while travelling or looking for work. This form is intended to allow you to expand on any experience that you feel relevant to your application, particularly details of work with children or young people in any capacity.

**Before making an application, please ensure that you fulfil ALL of the following criteria:**

All English Camps staff

* MUST be mother-tongue speakers of English from a country which has English as its first language
* MUST have a British NI number and be allowed to work in the UK and EU
* for Teacher and Co-ordinator roles, all staff must have an appropriate EFL/language teaching qualification
* must be at least 19 years of age (in June 2015)
* need to be able to communicate with us by email and complete the staff data form online
* will need to travel on given travel dates, normally Saturday - Saturday
* will need to make their own travel arrangements to the airport in the UK (usually London)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | |
| SURNAME | | | | |  | | | |
| FIRST NAME | | | | |  | | | |
| EMAIL ADDRESS | | | | |  | | | |
| PHONE please give a number that we are able to contact you on for interview, if necessary | | | | |  | | | |
| SKYPE NAME (if appropriate) | | | | |  | | | |
| CONTACT ADDRESS | | | | |  | | | |
| NATIONALITY | | | | |  | | | |
| MALE |  | FEMALE |  | *Please cross one box* | | | | |
|  | | | | | | | | |
| **Details of current occupation (please fill in all relevant fields)** | | | | | | | | |
| Employment (full or part time) - please give details | | | | | | | | |
| Employer’s name: | | | | | | | | |
| Job title: | | | | | | | | |
| Main duties: | | | | | | | | |
| **If you are a full-time student – please give name and details of course** | | | | | | | | |
| Course: | | | | | | | | Year of study: |
| Other current occupation (at time of application): | | | | | | | | |
|  | | | | | | | | |
| **Experience of working with children and young people (18 and under)**  Please give details of any of the following: | | | | | | | | |
|  | | | | Age of children | | Dates of employment and length of contract | Details | |
| Babysitting/ Au pair/nanny work | | | |  | |  |  | |
| Cubs/societies/charity work | | | |  | |  |  | |
| Sports/training | | | |  | |  |  | |
| Work experience/ placement in schools | | | |  | |  |  | |
| Voluntary work | | | |  | |  |  | |
| Summer camps (UK or abroad) | | | |  | |  |  | |
| Other | | | |  | |  |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualifications** | | | | | | | |
| Do you have a teaching qualification? Please give details. | | | | | | | |
| **Year obtained** | **Qualification** | | | **Details (role, key duties)** | | **Length of Course** | |
|  |  | | |  | |  | |
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|  |  | | |  | |  | |
| **Do you have any other qualification relevant to working with children and young people (18 and under)?**  e.g. sport training, counselling, childcare, etc. Please give details. | | | | | | | |
| **Year obtained** | **Qualification** | | | **Details (role, key duties)** | | | |
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|  |  | | |  | | | |
| **Other languages spoken (Please note: all applicants MUST be mother-tongue speakers of English)** | | | | | | | |
| **Language** | | | **Level** | | | | |
| Italian | | |  | | | | |
| Other – please specify | | |  | | | | |
|  | | | | | | | |
| **First Aid Qualifications** | | | | | | | |
| Do you have a current first aid qualification? If so, please give details. | | | | | **YES / NO**  Details: | | |
|  | | | | | | | |
| **References** | | | | | | | |
| Please provide the name and details of two referees, at least one of which should be a professional reference from a current/recent employer or course tutor. We usually contact referees by email, but it would help if you can provide both email and telephone contacts. If we are unable to reach both referees, this will delay your application. | | | | | | | |
| **Referee 1** | | | | | | | |
| Name | |  | | | | | |
| Job title | |  | | | | | |
| Relationship to you | |  | | | | | |
| Address | |  | | | | | |
| Telephone | |  | | | | | |
| Email | |  | | | | | |
| **Can we contact this person immediately (before interview)?** | | | | | | | **YES / NO** |
| **Referee 2** | | | | | | | |
| Name | |  | | | | | |
| Job title | |  | | | | | |
| Relationship to you | |  | | | | | |
| Address | |  | | | | | |
| Telephone | |  | | | | | |
| Email | |  | | | | | |
| **Can we contact this person immediately (before interview)?** | | | | | | | **YES / NO** |

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| **Staff Training Day** |
| We will be holding Staff Training Days on **Saturday 30 May** and **Saturday 8 August** at The English Experience school in Norwich and we strongly encourage all new members of staff to attend one of these before they work, if possible.  Will you be able to attend a training day? **YES PROBABLY NO**  *Please note: For those who live outside a 50-mile radius of Norwich, we are able to pay a maximum of £38 travel expenses towards the cost of travel to attend this training day.* |
|  |
| Please read the following statements carefully and confirm by checking the boxes.   * I confirm that I have the right to work in the UK and the EU and can provide the necessary documentation to support this (passport, visa, etc).   **Please check box to confirm**.   * I confirm that all the personal details provided in this application form are correct and where applicable can be supported with appropriate documentation.   **Please check box to confirm**.   * I declare that I have no past convictions or cautions and no pending cases affecting why I might be considered unsuitable to work with under 18 year olds.   **Please check box to confirm**. |
|  |
| **Please send this completed form to :**  englishcamps@englishexp.co.uk (preferred method) or by post to :  English Camps  The English Experience  8-10 Upper King Street  Norwich  NR3 1HA |
| *The English Experience is an equal opportunities employer.*  *Any personal data that you supply to The English Experience will be held and processed only for the purpose for which it is supplied.* |