Application form Post applied for:

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. It is our policy to contact referees before interview. | | | | |
| **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 □** | | | | |
|  | | | | |
| 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: Kate Ramsden  By post: By email:  The English Experience [directorstudies@englishexp.co.uk](mailto:directorstudies@englishexp.co.uk)  8-10 Upper King Street  Norwich  NR3 1HA | | | | |