

Staff Application form

To ensure best practice and to comply with British Council Regulations and our Child Protection Policy, we request complete and accurate information from all applicants. We do not appoint without interview and will require a minimum of two references.
 Complete, sign and return this CAE Staff Application form to **Yvonne or Sheila** at CAE, 65 High Street, Girton CB3 0QD, UK
 Tel: +44 (0)1223 277230, Fax: +44 (0)1223 277606 or email to cae@cambridgeacademy.co.uk.
 You may attach a CV and a covering letter. CVs are accepted, but act as supporting documentation **only**.

PERSONAL DETAILS	
Surname	Date of Birth <small>dd/ mm/ yy</small>
First Name (s)	Nationality
	Do you have permission to work in the UK?
Current/ CORRESPONDENCE ADDRESS	PERMANENT ADDRESS (if different)
Contact Details	
Telephone:	Telephone:
Mobile:	Mobile:
Best contact time(s)	Best contact time(s)
Contact Email Address(es):	

DATES AND POSTS: Availability & Preferences

When are you available to work?	FROM	TO
What position are you applying for?		
How did you hear about the post?		

Summary of QUALIFICATIONS and EXPERIENCE

Please tick the boxes which best reflect your qualifications and experience most relevant to the post(s) applied for

<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>	EFL	<input checked="" type="checkbox"/>	Teaching Experience	How long? <small>Years/ months</small>	<input checked="" type="checkbox"/>	Other Work experience	How long? <small>Years/ months</small>
<input type="checkbox"/>	University degree or equivalent	<input type="checkbox"/>	CELTA or equivalent	<input type="checkbox"/>	General English to Adults				
<input type="checkbox"/>	PGCE And QTS	<input type="checkbox"/>	DELTA or equivalent	<input type="checkbox"/>	English for Law				
<input type="checkbox"/>	Masters degree	<input type="checkbox"/>	MA Tefl	<input type="checkbox"/>	English for Professionals				
<input type="checkbox"/>	Languages <small>Please specify below</small>	<input type="checkbox"/>	Other <small>Specify below</small>	<input type="checkbox"/>	Young Learners				
				<input type="checkbox"/>	Other				

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ACADEMIC QUALIFICATIONS			
Year	Qualification	Institution and location	Comments
EFL QUALIFICATIONS		CELTA, DELTA or equivalent, Masters, YL qualifications, Tefl courses, ESP	
Year	Qualification	Institution and location	Comments
SPECIALIST QUALIFICATIONS		Law or Business, First Aid , Additional Languages, Driving licence	
Year	Qualification	Awarded by	Valid until
EMPLOYMENT HISTORY		Please include your current employment/ occupation along with your most recent and relevant employment experience. You will be asked to explain any gaps. Use a separate sheet if necessary.	
Dates	Position held & Employer details	Description of duties	Reason for leaving

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Course specific information		Provide a brief summary of your relevant experience in the following areas.	
Area	Dates	Description	
General English to Adults			
Specialist English			
Teaching children			
Special Interest to offer		Indicate <input checked="" type="checkbox"/> areas in which you have relevant experience and/ or are willing to be involved. Include brief notes or any further suggestions below.	
Electives (17+)		Other <input type="checkbox"/>	
Business English	<input type="checkbox"/>	Literature	<input type="checkbox"/>
Fluency Practice	<input type="checkbox"/>	British Culture	<input type="checkbox"/>
Film Studies	<input type="checkbox"/>	Study Visits	<input type="checkbox"/>
Grammar Workshop	<input type="checkbox"/>	Magazine	<input type="checkbox"/>
Academic English	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Exam Skills	<input type="checkbox"/>	Pronunciation	<input type="checkbox"/>
		Specify below:	
Supporting Statement		Explain what attracts you to this position job and what qualities you will bring to the job and the team.	
Health/ Medical Welfare		Give details of any disability/ medical conditions or dietary requirements of which we should be aware.	
References		Supply full details of two referees	
Full Name		Full Name	
Relationship		Relationship	
Position		Position	
Organisation		Organisation	
Address		Address	
Tel no.		Tel no.	
Mobile		Mobile	
Email		Email	
Permission to contact before interview		Permission to contact before interview	
Y <input type="checkbox"/> N <input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	
Declaration			
<p><i>The information provided on this form and in any other parts of my application is accurate and complete. I understand that I may be asked to explain in gaps in my employment history at interview and that Enhanced CRB Checks or Local Police Checks will be requested. I have not withheld any facts or criminal conviction relevant to my application, which may preclude me from working with children under the age of 18.</i></p>		<p>Signed</p> <p>Date</p>	

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Continuation Sheet	Include any additional information below