

Staff Application form 2012

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		Date of Birth	Gender						
Surname	dd/ mm/ yy		M <input type="checkbox"/>	F <input type="checkbox"/>					
First Name (s)	Nationality	Passport No. & Expiry date							
Current/ CORRESPONDENCE ADDRESS		PERMANENT ADDRESS							
Contact Details		Please include full international dialling codes							
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	How many weeks work would you prefer?	2	3	4	6	6+		
	To	Please note that most contracts are 4 weeks in duration. Residential contracts are usually four week contracts.							
Which positions are you interested in? Please indicate <input checked="" type="checkbox"/> below.									
Residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Residential (NR)	<input type="checkbox"/>	<input type="checkbox"/> (NR) Social Activities staff			
<input type="checkbox"/>	Course Director	EFL Teachers	House Parents	<input type="checkbox"/> (NR)	EFL Teacher – Teenagers (14 -16 years)	<input type="checkbox"/> (NR) EFL Teacher - Adults			
<input type="checkbox"/>	Director of Student Services	Director of Studies	Social Activity Teachers	<input type="checkbox"/>	Lifeguards/ Activity Assistants				
Which of the CAE courses are you most interested in? Please select <input checked="" type="checkbox"/> and explain your preferences.									
<input checked="" type="checkbox"/>	Centre	Age	Dates 2012	Residential/ Non Residential	Briefly explain your preference(s).				
<input type="checkbox"/>	CAE, Girton	Adult students	June to Sept	Non-res (NR)					
<input type="checkbox"/>	CAE, Girton T-course	14 – 16 yrs	16 June to 17 Aug	Non-res (NR)					
<input type="checkbox"/>	Moreton Hall	9 – 13 yrs	6 July to 5 Aug	Residential					
<input type="checkbox"/>	Old Buckenham Hall	12 – 15 yrs	13 Jul to 12 Aug	Residential					
<input type="checkbox"/>	Princess Helena College	14 – 16 yrs	6 July to 5 Aug	Residential					
How did you hear about the opportunities at CAE?									
SUMMARY of QUALIFICATIONS and EXPERIENCE				Please tick <input checked="" type="checkbox"/> 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"/>	Experience	<input checked="" type="checkbox"/>	Sports and Activity	<input checked="" type="checkbox"/>	General
<input type="checkbox"/>	Student	<input type="checkbox"/>	Introduction to Tefl	<input type="checkbox"/>	Adults	<input type="checkbox"/>	Coaching qualifications.	<input type="checkbox"/>	Driver
<input type="checkbox"/>	University degree or equivalent	<input type="checkbox"/>	CELTA or equiv	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Coaching experience	<input type="checkbox"/>	Minibus driver
<input type="checkbox"/>	PGCE and QTS	<input type="checkbox"/>	DELTA or equiv	<input type="checkbox"/>	Young Learners	<input type="checkbox"/>	Specialist qualifications	<input type="checkbox"/>	First Aid
<input type="checkbox"/>	Languages Please specify	<input type="checkbox"/>	MA Tefl	<input type="checkbox"/>	Other	<input type="checkbox"/>	Lifeguarding	<input type="checkbox"/>	Other
		<input type="checkbox"/>	Other			<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		Sports Coaching, First Aid, Music, Lifesaving, Languages, Driving skills	
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 the Continuation Sheet if necessary.	
Dates	Position held & Employer details	Description of duties	Reason for leaving

Continuation Sheet	Include any additional information below