

# Staff Application form

To ensure best practice and to comply with *British Council Accreditation UK requirements* and the *CAE Safeguarding Policy*, we request complete, accurate **up to date** information from all applicants. We do not appoint without interview, will require proof of identity and qualifications, and will take up current references.  
Current CVs and a covering letter may be included, but act as supporting documentation **only**.  
All information provided as part of the application process will be handled in accordance with the *CAE Privacy Policy* which is available on the website [www.cambridgeacademy.co.uk](http://www.cambridgeacademy.co.uk) or on request.

Submit this application form to **Sheila Levy** or **Yvonne Chapman** at CAE, 65 High Street, Girton CB3 0QD, UK  
t: +44 (0)1223 277230 e: [cae@cambridgeacademy.co.uk](mailto:cae@cambridgeacademy.co.uk)

Your PERSONAL DETAILS		Date of birth (optional)	Gender	
Surname		dd/ mm/ yy	M <input type="checkbox"/>	F <input type="checkbox"/>
		Nationality	Passport no. & expiry date	
First Name (s)	Do you have <b>permission to work</b> in UK?		Y <input type="checkbox"/>	N <input type="checkbox"/>
	Do you have a <b>current DBS check?</b>		Y <input type="checkbox"/>	N <input type="checkbox"/>
	DBS Certificate. Number and Issue date.			
Current/ Correspondence Address		Permanent Address (if different)		
<b>Contact Details</b>		Please include full international dialling codes		
Telephone:		Telephone:		
Mobile:		Mobile:		
Best contact time(s)				
Contact email address(es):				

## DATES AND POSTS: your Availability and 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 <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"/> Teaching Experience	How long? years/ months	<input checked="" type="checkbox"/> Other relevant work experience	How long? years/ months		
<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 Please specify below	<input type="checkbox"/> Other Specify below	<input type="checkbox"/> Young Learners					
		<input type="checkbox"/> Group courses					
		<input type="checkbox"/> Other					

# Staff Application form

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

# Staff Application form

Course specific information		Provide a brief summary of your relevant experience in the following areas.	
Area	Dates	Description	
General English to Adults			
Specialist English / skills (One to one or small groups; ESP; English for Law; Business; Exams teaching/ examining etc.)			
Teaching children/ teenagers/ Group courses			
Other (please specify)			
Special Interests 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 (16+) or Special courses			
<input type="checkbox"/> Business English	<input type="checkbox"/> Literature	<input type="checkbox"/> Small groups/ one to one teaching	
<input type="checkbox"/> Fluency Practice	<input type="checkbox"/> British Culture	<input type="checkbox"/> English for Professionals	
<input type="checkbox"/> Film Studies	<input type="checkbox"/> Study Visits	<input type="checkbox"/> English for Law	
<input type="checkbox"/> Grammar Workshop	<input type="checkbox"/> Magazine	Other (specify below) <input type="checkbox"/>	
<input type="checkbox"/> Academic English	<input type="checkbox"/> Writing skills		
<input type="checkbox"/> Exam Preparation	<input type="checkbox"/> Pronunciation		
Supporting Statement		Explain <b>what attracts you</b> to the position, and the <b>qualities you will bring</b> to the job and the CAE team.	
Health/ Medical Welfare		Give details of any <b>disability/ medical conditions</b> or <b>dietary requirements</b> of which we should be aware. (Optional: Use <i>Continuation Sheet</i> if appropriate)	
References		Supply full details of <b>two referees</b> . <b>Referees will be asked</b> specifically whether there is any reason that you should not be engaged in situations with responsibility for, or substantial access to, children under 18.	
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 will be asked to explain gaps in my employment history at interview and that proof of identity, qualifications and Enhanced DBS Checks or Local Police Checks will be requested. If I have provided details of a current DBS, I authorise the school to run an online check. 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 understand that any information provided as part of my application and subsequent employment, or ongoing association with the school will be stored and used by CAE in accordance with the CAE Privacy Policy.</i></p>		<p><b>Signed</b></p> <p><b>Date</b></p>	

<b>Continuation Sheet</b>	Include any additional information below.
---------------------------	---