

Staff Application form 2019

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 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 at www.cambridgeacademy.co.uk or on request.

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

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 permission to work in UK?		Y <input type="checkbox"/>	N <input type="checkbox"/>					
	Do you have a current DBS check ?		Y <input type="checkbox"/>	N <input type="checkbox"/>					
	DBS Certificate. Number and Issue 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 2/ 4 weeks; non residential activity posts are 6 weeks.							
Which positions are you interested in? Please indicate <input checked="" type="checkbox"/> below.									
Residential	<input type="checkbox"/> Course Director	<input type="checkbox"/> Director of Studies	<input type="checkbox"/> Director of Student Services	Non-Residential (NR)		<input type="checkbox"/> (NR) Social Activities Assistants			
<input type="checkbox"/> EFL teachers	<input type="checkbox"/> House Parents	<input type="checkbox"/> Social Activity Teachers	<input type="checkbox"/> Lifeguards/ Activity Assistants	<input type="checkbox"/> (NR) EFL Teacher (Teenagers: 14 – 16 yrs)	<input type="checkbox"/> (NR) EFL Teacher (Adults 16+)				
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 2019	Residential/ Non Residential	Briefly explain your preference(s).				
<input type="checkbox"/>	CAE, Girton	Adult (16+)	June to Sept	Non-res (NR)					
<input type="checkbox"/>	CAE, Teenage Homestay	14 – 16	21 June to 2 Aug	Non-res (NR)					
<input type="checkbox"/>	Moreton Hall	9 – 13	5 July to 4 Aug	Residential					
<input type="checkbox"/>	Old Buckenham Hall	12 – 15	12 July to 11 Aug	Residential					
<input type="checkbox"/>	Princess Helena College	14 – 17	5 July to 4 Aug	Residential					
<input type="checkbox"/>	OTHER CAE opportunities	9 – 17	July to August	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 Issue date:
<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 valid to:
<input type="checkbox"/>	Languages Please specify	<input type="checkbox"/>	MA Tefl	<input type="checkbox"/>	Other	<input type="checkbox"/>	Lifeguarding	<input type="checkbox"/>	Safeguarding valid to:
		<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, Exams, ESP	
Year	Qualification	Institution and location	Comments
SPECIALIST QUALIFICATIONS		Sports Coaching, First Aid, Music, Lifesaving, Languages, Food Hygiene, Safeguarding, 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 <i>Continuation Sheet</i> if necessary.	
Dates	Position held & Employer details	Description of duties	Reason for leaving

Course specific information		Provide a brief summary of your relevant experience in the following areas. Use the <i>continuation sheet</i> if necessary.	
Area	Dates	Description	
Residential Experience			
Working with children			
Team working			
Admin experience and computer IT skills			
Organising excursions, visits and student social activities			
A fully integrated programme		All staff contribute towards a fully integrated summer programme and have the chance to make the course unique. Indicate <input checked="" type="checkbox"/> areas where you are willing to be involved. Add brief notes or further suggestions below.	
Art <input type="checkbox"/>	Creative writing <input type="checkbox"/>	Swimming <input type="checkbox"/>	Excursions <input type="checkbox"/>
Craft <input type="checkbox"/>	Literature <input type="checkbox"/>	Football <input type="checkbox"/>	Local interest visits <input type="checkbox"/>
Music <input type="checkbox"/>	British Culture <input type="checkbox"/>	Tennis <input type="checkbox"/>	Treasure hunts/ Quiz <input type="checkbox"/>
Drama <input type="checkbox"/>	British sports <input type="checkbox"/>	Golf <input type="checkbox"/>	Teambuilding <input type="checkbox"/>
Dance <input type="checkbox"/>	Fitness/ Yoga <input type="checkbox"/>	Basketball <input type="checkbox"/>	Evening events <input type="checkbox"/>
Photography <input type="checkbox"/>	Cookery <input type="checkbox"/>	Tag-Rugby <input type="checkbox"/>	... <input type="checkbox"/>
Specify below			
Please note down any other ideas you have for unusual, reliable successful activities:			
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 requirement of which we should be aware. (Optional: use the continuation sheet if appropriate)	
References		Supply full details of two referees. Referees will be asked 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	Y <input type="checkbox"/> N <input type="checkbox"/>	Permission to contact before interview	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, employment or ongoing association with the school will be stored and used by CAE in accordance with the CAE Privacy Policy.</i></p>		Signed	
		Date	

Continuation Sheet	Include any additional information below
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