

PERSONAL DETAILS			
First Name:		Surname:	
Home Phone:		Mobile:	
Email:		Date of birth: (DD/MM/YY)	
Address:			

Bell is only able to accept candidates who are eligible to work in the UK and are not able to sponsor applications for work visas.

Please tick to confirm you are eligible to work in the UK:

Please tick one of the below to confirm your right to work status:

British Passport		Irish Passport		EU Citizenship	
Valid tier 1 Visa		Valid tier 4 Visa		Valid tier 5 Visa	

ROLE

Please confirm your availability to work:

First available date:		Last available date:	
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Please tick the position(s) you are applying for:

Senior Management:	Centre Manager	Student Services Director	Director of Studies	Activities Director
	Assistant Centre Manager	Assistant Student Services Director	Assistant Director of Studies	Assistant Activities Director
EFL Teacher:	7 – 11 years old	12 – 17 years old	Intensive Academic English	Business English
Activities, Pastoral & Administrative:	Activity Leader		Houseparent	Course Assistant

Please tick if you have experience of working with the following? :

7 – 11 year olds		12 – 17 year olds	
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Teacher Applicants only:

BEC/BULATS Exams		IELTS Exams		EAP		TRINITY GESE Exams	
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EDUCATION

College/University/Training Provider:	Dates from-to MM/YY:	Qualification:

OTHER QUALIFICATIONS

	Date issued (MM/YY):	Awarding Body/Country Issued:
Lifeguard Qualification		
Coaching/Instruction Qualification(s)		
Full, valid driving licence		

Please provide details if you hold a valid First Aid certificate:

Full name of qualification:	Length of qualification (3 day, 1 day, 4 hours etc.):	Expiry date:

EMPLOYMENT HISTORY

Please supply full details of all jobs for the past five years/ since leaving secondary school:

Employer/ Job Title:	Dates: from-to (MM/YY):	Job Description/Responsibilities:

Please supply information for any periods that you have not accounted for under the employment history section (e.g. unemployment, voluntary work, career breaks, travel etc.):

Dates: from-to (MM/YY):	Details:

HOBBIES AND INTERESTS

Please tick activity(ies) you have had experience in leading:

Archery	Art and Design	British Literature	Team/British Sports and School Games
Creative Writing	Healthy Living/ Health and Fitness	Individual Sports	Pool Sports and Swimming
Journalism	Nature Walks	Photography and film-making	Cookery
Art in Cambridge	Performing Arts, Dance and Drama	Presentations and Debates	Exam Skills

Please provide further details of your experience leading these activities with children (if not covered in employment history):

REFERENCES

References will not be accepted from relatives, friends, colleagues or from personal email addresses i.e. Hotmail or Gmail etc. If you do not have a work/organisation email address for the individual you must provide details of a HR representative or line manager.

If you are currently studying and have not had any employment experience please include reference details from someone who has seen you in a role with young children i.e. school head of year, volunteering, sports clubs, societies or extra curricula activities.

	Referee: Current/most recent employer	Referee:
Name:		
Job Title:		
Relationship to you:		
Organisation:		
Address:		

Contact number:		
Email Address:		
<p>Please be aware that we will contact all referees upon acceptance of a job offer. All offers of employment are subject to satisfactory references; you will not be able to commence employment until these have been obtained.</p>		
<p>COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS</p>		
<p>All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock, www.unlock.org.uk/</p> <p>Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.</p>		
<p>Do you have any convictions, cautions or reprimands, warnings or bind-overs? <i>Please tick as appropriate:</i> YES: <input type="checkbox"/> NO: <input type="checkbox"/></p>		
<p>If YES, we will ask for details of these if you are invited to interview.</p>		
<p>DISCLOSURE UNDER THE CHILDCARE ACT 2006 – working with under 8 year olds:</p>		
<p>Have you ever had a child placed under a care order? <i>Please tick as appropriate:</i> YES: <input type="checkbox"/> NO: <input type="checkbox"/></p>		
<p>Have you ever had a Childcare registration cancelled or refused? <i>Please tick as appropriate:</i> YES: <input type="checkbox"/> NO: <input type="checkbox"/></p>		
<p>Do you have any relevant overseas convictions? <i>Please tick as appropriate:</i> YES: <input type="checkbox"/> NO: <input type="checkbox"/></p>		
<p>If YES, we will ask for details if you are invited to interview.</p>		
<p>CREDIT REFERENCE AGENCY</p>		
<p>To meet Disclosure and Barring Service (DBS - formally known as CRB) requirements, your application may be subject for identity verification with a Credit Reference Agency. By signing the below, you consent to Bell, where necessary, undertaking such search to help confirm your identity. Such a search will not be visible to any lender and will not impact your credit rating.</p>		
<p>SAFEGUARDING POLICY</p>		
<p>Bell is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Interviews will explore the candidates' suitability to work with children and young adults. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and DBS checks (formally known as Criminal Records Bureau). By signing the below, you agree to undergo these checks and abide by Bell Policy.</p>		
<p>DECLARATION</p>		
<p>I confirm that the above information is complete and accurate, and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.</p>		
Signed:		Date:

Please use continuation sheet overleaf as required for any of the sections above.

CONTINUATION SHEET

EDUCATION

College/University/Training Provider:	Dates from-to MM/YY:	Qualification:

EMPLOYMENT HISTORY

Employer/ Job Title:	Dates: from-to (MM/YY):	Job Description/Responsibilities:

Employment Gaps

Dates: from-to (MM/YY):	Details:

REFERENCES

	Referee:	Referee:
Name:		
Job Title:		
Relationship to you:		
Organisation:		
Address:		
Contact number:		
Email Address:		