

<b>PERSONAL DETAILS</b>					
<b>First Name:</b>		<b>Surname:</b>			
<b>Telephone:</b>		<b>Mobile:</b>			
<b>Email:</b>		<b>Date of birth (DD/MM/YY):</b>			
<b>Address:</b>					
<p><b>PLEASE NOTE: Bell is only able to accept applications from candidates who are eligible to work in the UK and does not sponsor applications for work visas.</b></p> <p><b>Are you eligible to work in the UK and hold one of the following? Please mark the relevant box with an 'X'</b></p>					
EU Citizenship		Valid tier 1 Visa	Valid tier 4 Visa	Valid tier 5 Visa	
<b>JOB PREFERENCES</b>					
<b>Availability</b>					
<b>From:</b>			<b>To:</b>		
If your availability changes at any point please notify the recruitment team by emailing <a href="mailto:ylrecruitment@bellenglish.com">ylrecruitment@bellenglish.com</a>					
<b>Which position(s) are you applying for? Please mark the relevant box(es) with an 'X'</b>					
<b>Senior Management</b>					
Centre Manager		Student Services Director		Director of Studies	Activities Director
Assistant Centre Manager		Assistant Student Services Director		Assistant Director of Studies	Assistant Activities Director
<b>Teaching</b>					
EFL Teacher (7 – 11 years old)		EFL Teacher (12 – 17 years old)		EFL Teacher (Intensive Academic English)	EFL Teacher (Business English)
<b>Activities, Pastoral &amp; Administrative</b>					
Activity Leader		Houseparent		Course Assistant	
<b>PREVIOUS EXPERIENCE:</b>					
Do you have experience working with the following? Please mark the relevant box(es) with an 'X'					
<b>All Applicants</b>					
7 – 11 year olds		12 – 17 year olds			
<b>Teacher Applicants only</b>					
BEC/BULATS Exams		IELTS Exams		EAP	TRINITY GESE Exams
<b>Please provide further details:</b>					
<b>EDUCATION/QUALIFICATIONS/TRAINING</b>					
Please use the continuation sheet at the end of the application form if necessary.					
<b>College/University/Training Provider</b>		<b>Dates: from – to (MM/YY)</b>		<b>Qualification gained</b>	

Do you hold any of the following? (Please list currently valid qualifications only)			
	Y/N	Date issued (MM/YY)	Awarding Body/Country Issued
Lifeguard Qualification			
Coaching/Instruction Qualification(s)			
First Aid Qualification			
Full, valid driving licence			
<b>If you hold a First Aid certificate please complete the additional details below:</b>			
<u>Full name of qualification</u>	<u>Length of qualification (3 day, 1 day, 4 hours etc.)</u>		<u>Expiry date</u>
<b><u>EMPLOYMENT HISTORY</u></b>			
Please supply a full history in chronological order, starting with the most recent, of all jobs for the past five years / since leaving secondary school. Please use the continuation sheet at the end of the application form if necessary.			
Employer	Dates: from – to (MM/YY)	Job Title	Reason for Leaving
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		
<b><u>HOBBIES AND INTERESTS</u> (Please be aware that <u>all staff will be expected to participate in afternoon/evening activities</u>)</b>			
<b>Do you have experience leading any of the following activities? Please mark the relevant box(es) with an 'X'</b>			
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
<b>Please provide further details:</b>			

**REFERENCES**

Please provide reference details spanning the **past 5 years**. This must include a minimum of two professional referees, one of which **must** be your current or most recent employer.

Referees may be contacted prior to interview if you have agreed to this below. Please be aware that we will contact all referees upon acceptance of a job offer. Please use the continuation sheet at the end of the application form if necessary.

**PLEASE NOTE: References will not be accepted from relatives, friends or colleagues. Furthermore, be aware that we are unable to accept character references or references from personal email addresses (Hotmail, Yahoo etc.). You must provide details of an HR representative or your line manager. If you are currently studying at university you may include your course tutor as one of these referees.**

	<b>First Referee: Current/most recent employer</b>	<b>Second Referee:</b>
<b>Name</b>		
<b>Job Title</b>		
<b>Relationship to you</b>		
<b>Organisation</b>		
<b>Address</b>		
<b>Telephone number</b>		
<b>Email Address</b>		
<b>Are you happy for us to contact this referee prior to your interview?</b>		

All offers of employment are subject to satisfactory references; the successful candidate cannot commence employment until these have been obtained.

**COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You must therefore declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

**Do you have any convictions, cautions or reprimands, warnings or bind-overs? Please delete as appropriate YES/NO**

If the answer is "yes" you must record full details in a separate, sealed envelope marked with your name and "Confidential: Criminal Record Declaration" and send it to: Human Resources, Hillscross, Red Cross Lane, Cambridge, CB2 0QU.

**DECLARATION**

Providing false information is an offence and could result in the application being rejected or dismissal if the applicant has been selected. Please sign and date in the box below.

<b>Signed:</b>	<b>Date:</b>
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**To meet DBS (formally known as CRB) requirements, your application may be subject for identity verification with a Credit Reference Agency. By signing the above 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.**

**SAFEGUARDING POLICY:**

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 Disclosure and Barring Service checks (formally known as Criminal Records Bureau).

<b>CONTINUATION SHEET</b>			
<b>References</b>			
	<b>Additional Referee</b>		<b>Additional Referee</b>
<b>Name</b>			
<b>Job Title</b>			
<b>Relationship to you</b>			
<b>Organisation</b>			
<b>Address</b>			
<b>Telephone Number</b>			
<b>Email Address</b>			
<b>Are you happy for us to contact this referee prior to your interview?</b>			
<b>Education</b>			
<b>School/College/University or Training Provider</b>	<b>Dates: from - to (MM/YY)</b>		<b>Qualification gained with grades</b>
<b>Employment</b>			
<b>Employer</b>	<b>Dates: from – to (MM/YY)</b>	<b>Job Title</b>	<b>Reason for Leaving</b>