

APPLICATION FORM GUIDANCE NOTES

The information you provide on the application form is used to decide whether we should invite you for interview. It is important that you complete the form correctly. We use application forms in order to compare candidates favourably, and that is why we **do not accept CVs as a method of application**.

The first thing you should do is to read the job description and person specification carefully.

The job description outlines the main duties and the terms and conditions of the post. The person specification states what qualifications, skills, experience and personal attributes are necessary. If you do not have all the “essential” attributes, it is unlikely that you will be selected for an interview.

Personal details

We need this information to contact you. We also require you to confirm that you are eligible to work in the UK.

Centre and availability

Preference of centre cannot be guaranteed. You can select both centres if you do not have a preference. It is important that you are available during the dates detailed in the job description.

Academic, EFL and other qualifications

Please give details of all education, training and qualifications that you have undertaken since leaving secondary school. It is important that you specify clearly what type of EFL qualification you have. If you have a valid DBS, life-saving or first-aid qualification, please let us know.

Employment History

Start with your current or most recent employment and work backwards. Give as much detail as you can and explain any gaps. Continue on a separate sheet if necessary.

Language

State your mother tongue and give details of any other languages that you speak, together with an indication of level.

Additional skills

As you are applying for a job working on a language and activity course, it is helpful to know what additional skills you have that may be useful during the course e.g. ability to play a musical instrument, coach tennis, cook or bake etc. (Not applicable for Head of Studies application)

Health/disabilities

Applicants with medical conditions or disabilities will be considered for the job along with any applicants who meet the essential criteria.

Personal statement

Please tell us why you believe you can do the job and how you can contribute to the success of the course. Remember that in order to be selected for interview, you must demonstrate that you meet all the essential criteria. Please continue on a separate sheet if necessary.

References

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Your first referee should be your current or most recent employer. Your second referee can be a previous employer who has knowledge of the skills you have that are relevant to this job. Please note that we cannot accept references from friends or family, or from personal email addresses.

We will approach both referees for written references if we intend to invite you to interview. Any offer of work is subject to satisfactory references.

Declaration

As this job involves working with children, this section is extremely important. All information provided will be treated in the strictest confidence.

Please make sure you sign and date the application. If you are completing and sending the form electronically and are unable to provide a signature at this point, you will be required to sign the form at the interview.

What happens next?

Your completed application form will be used to decide whether you should be selected for an interview. If this is the case, you will receive an email suggesting a date and time, and giving you more information about the process.

Please return your completed application form to:

Rebecca Curry
Head of Summer Centres
International Language Holidays
19 Lexden Road
Colchester
CO3 3PW

ilh@cesc.co.uk

Telephone: 01206 544422