**TEACHING APPLICATION FORM**

Please complete ALL sections. This form WILL be used to shortlist candidates for interview. Candidates who omit to complete and send this form in will not be shortlisted. If you decide to fill in the sections by hand, please ensure you write using capital letters.

# APPLICATION FOR THE POST

**PERSONAL DETAILS**

Surname: Forename(s):

Title by which you wish to be referred Mr/Mrs/Miss/Ms/Other *(Please indicate which is applicable):*

Nationality:

Address for correspondence: Permanent address (if different):

Home telephone no: Mobile telephone no:

Work telephone no: Extn: Email address:

# PRESENT OR LAST EMPLOYER

Name and address of current / last employer:

Nature of business:

Job title/Post:

Start date of employment:

Present annual salary or weekly wage (gross): Other benefits (if applicable):

Hours/sessions worked per week:

Notice required (or leaving date if last appointment):

Reason for leaving or for seeking other employment (if applicable):

Brief Description of Duties

**PREVIOUS EMPLOYMENT**

Starting with the most recent first. Include work/voluntary experience and any periods of unemployment.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer(s)  name and address | Job title | Salary | Full or Part-time (give hrs) | Dates | | | | Reason for leaving |
| From | | To | |
| M | Y | M | Y |
|  |  |  |  |  |  |  |  |  |

Continue on separate sheet if necessary.

# EDUCATION, TRAINING & QUALIFICATIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | | Secondary  School/College/University | Qualification  gained | Grade/class  of degree | Date |
| From | To |
|  |  |  |  |  |  |

**Other relevant training courses attended**

(Please continue on separate sheet if necessary)

|  |  |  |
| --- | --- | --- |
| Organising body | Course title | Length of course |
|  |  |  |

# Membership of Professional Bodies

|  |  |  |
| --- | --- | --- |
| Name of body | Type of membership | Date obtained |
|  |  |  |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification linked to the Job description.

# REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference from him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

We Love English reserves the right to approach any previous employer or manager. Where references are taken up on short-listed candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

|  |  |
| --- | --- |
| Name: | Name: |
| Status: | Status: |
| Organisation (if appropriate): | Organisation (if appropriate): |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone number: | Telephone number: |

Do you give consent to us contacting your present employer prior to interview? YES / NO

If NO, you may wish to give reason(s)

# ADDITIONAL INFORMATION

If there is any other information relevant to the recruitment process that you would like to advise us of in order for us to ensure every attempt is made to meet your needs, please inform us using the space below. This could include information on any special requirements that you may have in order to enable you to attend an interview.

# DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal form the post.

*Please return your completed form to the following address* [*admin@welovenglish.fr*](mailto:admin@welovenglish.fr) *either as a Word or a PDF document.*