

TEMPORARY POST APPLICATION 2010 Management Positions

ALL SECTIONS MUST BE COMPLETED IN FULL
Please also attach a current CV

Please return to:
Staffing and Recruitment
Coordinator
Stafford House Study Holidays,
19 New Dover Road, Canterbury.
Kent CT1 3AH

recruitment@staffordhouse.com

Please note that Stafford House Study Holidays is not a sponsor for visa applicants under the new UKBA points based system, and as such, all applicants should hold existing acceptable visa documentation, be an EU citizen, or a member of the EEA with free right to work in the UK, or be prepared to apply for the WRS if in the Accession 8 states. You will be obliged to provide proof of this prior to the start of your contract.

Surname:		Forename(s):	
Position Applied for:			
Centres: Please list in order of preference (Please note these choices cannot be guaranteed.) Management positions are residential positions. In exceptional circumstances, non residential places may be considered			
1.	2.	3.	
Would you be willing to relocate?:	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Specific Dates Available for Work:			

If you have worked for SHSH before, please indicate when/where/which post(s): e.g. 2008, Wimborne, DOS		
Please add any relevant information regarding your preference or availability:		

Personal Details		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
Permanent Address: (year round postal contact)		Current Address: (if different)				
Postcode:		Postcode:		Dates From: To:		
Tel. (Including Code):		Tel. (Including Code):				
Email:		Mobile:				
Nationality:		N.I. No:				
Do you have the right to work in the UK? (if you require a permit, answer No) ² If you have a visa/permit to work in the UK, please state what this is and the expiry date.					Yes	<input type="checkbox"/>
					No	<input type="checkbox"/>

Qualifications (incl. TEFL qualifications (if any), A-Levels, Diplomas, Degrees, Coaching)			
Name of Institution	Qualification/Subject	Awarding Body	
Date of TEFL certificate (if applicable):	First Aid Qualification: Expires:	Lifesaving qualification: Expires:	
EFL Teaching Experience if applicable (calculate up to June 2009)			
Location	No. of Years Teaching Adults	Teenagers	Children (8-12)
UK			
Abroad			
Total number of years full-time EFL teaching experience:			

Employment History and Relevant Experience

Please note that in order to process your application, your full employment history is required. Please explain/ account for any gaps- you may continue on a further sheet if necessary. Alternatively, you may attach your CV provided it shows your FULL employment history. We may contact previous employers if you have worked with children.

Name and Address of Employer	Position Held	Main Duties and Responsibilities	From	To

Do you have a full clean driving licence valid in the UK?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Days off needed in the summer and reason (please note - we look into each request individually, but during busy weeks, may not be able to accommodate unpaid leave):

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Do you hold a Criminal Records Bureau (CRB) disclosure certificate?
If Yes please give date and reference number:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please give the names of two **professional** referees who can comment on your suitability to work with children. Please note that all references will be followed up. These referees should know you in a professional capacity and one of them should be your current or most recent employer. Please note - references from friends and family are not acceptable.

Name:
Relationship to you:
Address:

Tel./Fax:
Email:
May we approach prior to interview: YES/NO

Name:
Relationship to you:
Address:

Tel./Fax:
Email:
May we approach prior to interview: YES/NO

Management experience or positions of responsibility held:

Experience of supervising children (other than EFL teaching):

Please tell us why you would like to work for SHSH and anything else that might support your application (continue on an extra sheet if necessary).

Activities Manager's position - please include details of excursions and activities you have organised/led.



Stafford House Study Holidays

Declaration of Suitability to Work with Children

To be completed by all applicants and returned with application form

Because of the sensitive nature of the duties you will be expected to undertake, you are required to disclose details of any criminal record and a CRB disclosure or Disclosure Scotland will be processed. Only relevant convictions and other information will be taken into account. Disclosure may not necessarily be a bar to obtaining the position. The post that you have applied for is exempted from the *Rehabilitation of Offenders Act 1974* which means all convictions, cautions, reprimands and final warnings on your records need to be disclosed.

Full Name : _____

Home Address: _____

Date of birth: _____

Have you ever:

Been convicted of any offence against a child?

Had a child removed from your care by the order of a court?

Had a prohibition order or injunction imposed on you at any time?

Been proven negligent whilst supervising under 16s on activities or courses organised by any other organisation?

Been convicted by the courts or cautioned, reprimanded or given a final warning by the police?

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Been on List 99, disqualified from work with children or subjected to sanctions imposed by a regulatory body?

If you have answered 'yes' to any of the above questions, please supply the dates and circumstances:

I declare that I have not withheld any information relevant to the above and understand that enhanced CRB disclosure or Disclosure Scotland will be sought in the event of a position being offered.

Signed:

Date:



OPT-OUT AGREEMENT - WORKING TIME REGULATIONS (TC/01a)

Full name of Employee _____

Post Applied For _____

I agree that I may work for more than an average of 48 hours per week. If I change my mind, I will give Stafford House Study Holidays of 19 New Dover Road, Canterbury, Kent CT1 3AH (my employer) three months' notice in writing to end this agreement.

_____ Signed (for the employee) Date: _____

Our Child Protection Policy

Stafford House Study Holidays is committed to providing a safe and comfortable environment for juniors in our care. We achieve this by:

- a. Adhering to safer recruitment of staff practices as per NCSL guidelines
- b. Having clear code of conduct for all staff working at our centres
- c. Adopting child protection policies and procedures as per NSPCC guidelines
- d. Having clearly visible and accessible Anti-Bullying Policy and Student Complaints procedure

Please see our Staff Handbook for full information.

Notes:

1. The siting of the accommodation is decided by the employer alone and may be changed by the employer at any time to deal with "overflow", changed supervision needs, etc. The provision of accommodation paid for by the employer is in return for, and conditional upon, the employee's responsible assistance in supervising students' behaviour and looking after their welfare while in residence. We reserve the right to withdraw such accommodation should the employee's performance in this area be found unsatisfactory.
2. In the unlikely event the employment ceasing at the designated centre before the expected date, the employer will endeavour (but shall not be obliged) to offer alternative employment for the remainder of the period at an alternative centre/location.
3. If you are a national of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, or Slovenia and working for more than 4 weeks, you will need to register under the Workers Registration Scheme. Please note that we are unable to process this for you and that this is your responsibility. For more information, visit <http://www.bia.homeoffice.gov.uk/workingintheuk/eea/wrs/>.
4. Please note that you should start at 9.00 am on the first day stated on your contract. Please provide contact details for the 48 hours before the start of your contract. If we cannot contact you 48 hours prior, we shall assume that you have withdrawn.

Please tick each statement to confirm your acceptance:	Yes	No
I declare that I have read and understood the job description (and notes 1 to 3 above). I also declare that the information I have given on this form and elsewhere in connection with my application is true and correct and that misleading statements may be sufficient for cancelling any agreements made. I am in possession of the certificates which I claim to hold and agree that if offered a post I will provide copies of these when returning the contract.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that data contained on this form may be disclosed to trusted third parties, including British Council inspectors, and agents that Stafford House Study Holidays works with, for quality assurance and inspection purposes.	<input type="checkbox"/>	<input type="checkbox"/>
I certify that I am physically capable of undertaking the role that I have applied for.	<input type="checkbox"/>	<input type="checkbox"/>
Because of the sensitive nature of the duties that successful applicants will be expected to undertake, I understand that I will be required to complete a confidential declaration to include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post.	<input type="checkbox"/>	<input type="checkbox"/>
I understand too, that a CRB or Disclosure Scotland enhanced disclosure will be sought in the event of being offered the post.	<input type="checkbox"/>	<input type="checkbox"/>

Signed: _____ Date: _____

Print Name: _____

Please let us know how you heard about SHSH. If you were referred by a colleague, please state who:

Your personal details will be recorded on our computers in accordance with our registration under the Data Protection Act 1998. If you are happy for us to keep your records on our database to contact you about vacancies for the next three years, please indicate here:	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Please return to:
STAFFING AND RECRUITMENT COORDINATOR
STAFFORD HOUSE STUDY HOLIDAYS
19 NEW DOVER ROAD
CANTERBURY
KENT CT1 3AH
UK
recruitment@staffordhouse.com