

FAST TRACK

You are only eligible to complete this application form if you worked with us in 2009.
ALL SECTIONS MUST BE COMPLETED IN FULL

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 and tick the box if you require accommodation) Please note these choices cannot be guaranteed. ¹			
1.	<input type="checkbox"/>	2.	<input type="checkbox"/>
Would you be willing to relocate?		3.	<input type="checkbox"/>
Yes		<input type="checkbox"/>	
No		<input type="checkbox"/>	
Specific Dates Available for Work:			

Please indicate when/where/which post(s) you have held with SHSH e.g.2008, Wimborne, AL		

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:			
Time 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 your request):					
Do you have a full clean driving licence valid in the UK?				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
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"/>
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"/>

Qualification update since last summer		
Name of Institution	Qualification/Subject	Awarding Body
Date of TEFL certificate (if applicable):	First Aid qualification: Expires:	Lifesaving qualification: Expires:

Employment update since last summer				
Name and address of employer	Position held	Main duties	From	To

EFL Teaching Experience (calculate up to June 2009)			
Location	No. of Years Teaching Adults	Teenagers	Children (8-12)
UK			
Abroad			
Total number of years full-time (post-Celta/Trinity) EFL teaching experience:			

CENTRE INFORMATION SHEET

Please print name:

Position applied for:

(This page must be completed and will be passed on to your Centre Director)

Management posts: Please tell us how you feel you could contribute to the continued success of our programmes.

Teaching posts: please highlight what you liked and didn't like about your experience, both in the academic and the leisure programmes.

Activity Leader positions: please give details of activities, sports, games or excursions that you have organised / led.

Welfare and Social Organiser posts: please elaborate on skills and experience relevant to this post

For all posts: please include details of experience of working with children and any positions of responsibility since last year.

If you are applying for an Activity Leader or N/RET15 post, please indicate which of the following Sports and Activities you would be able to organise and coach (C), teach (T) or would like to assist with (A). Please state if you have a relevant teaching qualification

Football		Treasure Hunts	
Tennis		Karaoke	
Badminton		Quizzes	
Volleyball		Art and Craft	
Basketball		Yoga	
Table Tennis		Aerobics	
Swimming		Drama	
Sports Tournament		Dance	
Other (please specify)		Other (please specify)	

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 an enhanced CRB disclosure or Disclosure Scotland may 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 may be requested.

Signed:

Date:

Only complete this page if you are applying for any of the following positions. Otherwise, leave blank and continue to the next page.

Centre Director
Welfare and Accommodation
Manager

Director of Studies
Assistant Director of Studies

Activities Manager
Assistant Activities Manager



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

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: For non management staff, induction day starts at 10.00 am on the first day stated on your contract. For management, 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
recruitment@staffordhouse.com