**ACCORD ISS, Brook House, 64-72 Spring Gardens, Manchester, M2 2BQ, England**

**Tel +44(0)1612 355 222 Email: info@accord-iss.com Web: www.accord-iss.com**

*ACCORD ISS IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.*

# RESIDENTIAL TEMPORARY SUMMER SCHOOL WORK

# APPLICATION FORM

***Insert recent photo here***

Post applied for:

Surname:

First name(s):

Date of birth: Age: Sex:

Nationality:

Current work status:

|  |  |
| --- | --- |
| Permanent address:      | Correspondence address (if different):      |

Phone (day): Mobile:

Phone (eve.): Skype:

Fax:

Email:

I am available from: To:

Do you require any days off during this period?

Reason:

*Please note that we look into each request individually but during busy weeks we may not be able to accommodate all requests.*

How did you hear about ACCORD ISS?

Do you need a Visa/Work Permit to work in the UK?

If yes, do you already have a Visa/Work Permit?

Please give details of your Visa/Work Permit including type and any restrictions:

*Please note that ACCORD ISS is unable to assist in any way with applying for employee visas/work permits.*

**EMPLOYMENT.** *Starting with the most recent and including temporary work.*

Employer: Address:

Position:

From: To:

Duties:

Employer: Address:

Position:

From: To:

Duties:

Employer: Address:

Position:

From: To:

Duties:

**EXPERIENCE WORKING WITH CHILDREN**

## EDUCATION AND QUALIFICATIONS.

**Secondary Education (A levels or equivalent)**

School: Address:

From: To:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXAM | GRADE | YEAR | EXAM | GRADE | YEAR |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**Higher Education**

Institution: Address:

From: To:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXAM | GRADE | YEAR | EXAM | GRADE | YEAR |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**EFL TRAINING AND QUALIFICATIONS (for DoS/Teachers only)**

Institution: Address:

From: To:

Exam passed: Grade:

Institution: Address:

From: To:

Exam passed: Grade:

Institution: Address:

From: To:

Exam passed: Grade:

**SPORTS’ COACHING QUALIFICATIONS.** *Including pool lifeguard.*

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Awarding body | Date taken (mm/yy) | Valid until (mm/yy) |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

**FIRST AID AND ANY OTHER QUALIFICATIONS.**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Awarding body | Date taken (mm/yy) | Valid until (mm/yy) |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

*Please note that proof of identity and all qualifications will be required.*

**Foreign Languages**

Whilst we expect all of our staff to communicate in English at all times, it is occasionally useful if staff can speak other languages (for example when speaking with parents, disciplinary, in case of emergency).

Language 1: Level:

Language 2: Level:

Language 3: Level:

DRIVING.

 It is useful if staff are able to drive. If you are prepared to drive you must send photocopies of both sections of your driving licence (plastic and paper) with this application and fulfil the criteria below.

Be over 21 years old Have 3 years’ driving experience in UK Have a clean licence

**Car/People Carrier**

Would you be prepared to drive a car/people carrier?

Do you fit the above criteria?

**Minibuses**

Would you be prepared to drive a minibus?

Do you fit the above criteria?

Do you have a current British Driving Licence with D1 category?

**ACTIVITIES.** *All staff are involved in the Activities’ Programme and it helps us to know your strengths. Please tick the relevant boxes*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Could Assist | Could Lead | Qualified Coach | Activity | Could Assist | Could Lead | Qualified Coach |
| Football |   |   |   | Drama |   |   |   |
| Basketball |   |   |   | Drawing/painting |   |   |   |
| Volleyball |   |   |   | Mask-making |   |   |   |
| Rounders |   |   |   | Bracelet-making |   |   |   |
| Table Tennis |   |   |   | Dance |   |   |   |
| Tennis |   |   |   | DJ-ing |   |   |   |
| Badminton |   |   |   | Singing |   |   |   |
| Cricket |   |   |   | Cookery |   |   |   |
| Swimming |   |   |   | Magazine writing |   |   |   |
| Aerobics |   |   |   | Board games |   |   |   |
| Rugby |   |   |   | Juggling |   |   |   |
| Netball |   |   |   | Squash |   |   |   |
| Yoga |   |   |   | Pilates |   |   |   |
| Gymnastics |   |   |   | Parachute games |   |   |   |

Do you play a musical instrument?

Other(s):

**Medical & Dietary**

As the safety of our staff is as much a priority to us as the safety of our students it is important that we are aware of any medical conditions, disabilities or allergies affecting our staff members.

Are you in good health?

Do you suffer from any medical conditions or disabilities?

Are you taking any prescribed medications?

Do you have any allergies?

Do you require a special diet?

 **PLEASE USE THE SPACE BELOW TO ADD ANY OTHER INFORMATION RELEVANT TO YOUR APPLICATION.**

**PROFESSIONAL REFERENCES.** *To secure your application you must give* ***full*** *contact details for two referees. All references will be checked and will include a specific enquiry as to whether there is any impediment to you being employed in a situation where you will have responsibility for, substantial access to, and care of children under 16.*

1. Name: Address:

 Capacity known:

 Telephone:

 Email:

2. Name: Address:

 Capacity known:

 Telephone:

 Email:

**REHABILITATION OF OFFENDERS ACT.**

Do you have any criminal convictions?

Do you hold a Criminal Records Bureau (CRB) Disclosure Certificate?

If yes, please provide us with the issue date and disclosure number:

Because of the nature of the work for which this application is being made, the post is exempt from the provisions of Section 4(2) of the Act by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment; any failure to disclose such convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to an application to which the Order applies. **You need to be aware that all staff will require a CRB Disclosure Certificate.**

Please read the following statement and tick the appropriate box:

I have not been disqualified from working with children, am not named on DfES List 99 nor the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and I have no conviction, cautions or bind-overs.

**I confirm that I have read the above statement and that there is nothing against my name that prohibits me from working with children.**

 **I have attached details of any convictions, cautions, or bind-overs in a sealed envelope marked confidential.**

**DECLARATION.**

The information I have given on this form and elsewhere in connection with my application is accurate. I have not withheld any facts relevant to my application and understand that any misrepresentation or omission may render me liable to dismissal if engaged.

**Signature: ………………………………………. Date: ………………………………...**

*If you are sending this form back by email and do not have a scanner please feel free to type your name instead of signing. This will count as an electronic signature.*

**Equal Opportunities**

ACCORD ISS is an equal opportunities employer. We do not discriminate against employees or potential employees on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

However please note that due to the physical requirements of the job and venue limitations all applicants must be able to climb stairs and walk long distances without assistance.

**What happens next?**

* When we receive your application we will acknowledge receipt of the same and ask for any missing information. This will normally be by email.
* If you have been successfully selected for an interview we will contact you again to arrange a convenient time for a telephone, Skype or face to face interview. During busy times it may take a while for us to get back to you.
* If your application has not been successful we will try to contact you as soon as possible to let you know. However again due to time constraints and the number of applications we receive we are not always able to contact everyone.
* If your interview is successful we will send you an email (or letter if you do not have email) with an offer which will include details of your position, pay, length of contract and other information. If you are happy to accept the offer please reply to us as soon as possible. Whilst we are awaiting your response we will be collecting your references.
* We will then send you a formal offer letter, contract and other related documentation. You should read all of these documents carefully and then sign and return one copy of everything to us. Please note that this offer will be subject to us.
* receiving satisfactory references, a satisfactory CRB Disclosure and proof of your identity and qualifications.
* Shortly before your employment commences we will send you a staff handbook (if you are a teacher you will also receive an EFL handbook) which details everything you should need to know about working at ISS. Please bring this handbook to induction as it will be referred to!
* If at any time you have any questions please do not hesitate to contact us and we will be happy to help.

*Thank you for taking the time to complete this application form. Please post it to the above address (FAO: Jamie Gould) along with any relevant documentation or email us at* *info@accord-iss.com* *We look forward to hearing from you.*