



Summer School at Hurst College
Residential English Language Courses
Staff Application Form 2012

Photo
 Please insert or attach by email a current photo of yourself. This *may* be used at the College for identification purposes.

Personal Details

Surname		First Name	
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Current Address for correspondence

Permanent Address (if different from above)

Tel		Email	
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Mobile		Skype	
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Nationality		First Language	
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Non-UK/EU Citizens - Do you have a valid Work Permit or Visa? <i>Please note Manor Courses are not able to obtain Permits or Visas for applicants.</i>	Y / N
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Passport No.		Issuing Authority	
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Date of Birth		Marital Status	
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National Insurance number <i>For UK Citizens or candidates who have previously worked in UK</i>	
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Do you have a UK bank account? <i>Salaries are usually paid by cheque. International bank transfers are possible if necessary.</i>	Y / N
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Position being applied for? <i>Please circle</i>	<u>Activities Jobs:</u> -Sports Leader -Arts & Crafts Leader -Performing Arts Leader	<u>Welfare Jobs:</u> -House Manager -Nurse/First Aider	<u>English Teaching Jobs:</u> -English Language Teacher <i>preferred age-group (circle):</i> 10-13 yrs / 14-17 yrs	<u>Management Jobs:</u> -Director of Studies -Assistant Director of Studies -Activity Manager - Activity Team Leader -House Team Leader
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Are you available to start work from Mon 2nd July? <i>The induction course begins a few days before students arrive.</i>	Y / N
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Are you applying for a 6½, 4 ½, 2 or week contract? <i>Contract duration includes induction course. Please circle.</i>	6½ week Mon 2 July- Thurs 16 Aug	4½ week Mon 2 July- Thurs 2 Aug	2 week Wed 1 Aug – Thurs 16 Aug
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Are you available for the full period circled above? <i>Arranging specific additional time-off is only possible for important dates/events.</i>	Y / N
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Please suggest a suitable date/time for an interview <i>Please fill-in details and circle phone or skype.</i>	Date:	Time:	Skype / Phone
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Do you agree to us conducting a CRB check? <i>Criminal Records Bureau (CRB) disclosure may be required, at the Directors' discretion. If you have a CRB or international equivalent, when was it dated?</i>	Y / N
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Do you have a criminal record or have you ever been convicted of a criminal offence? <i>If yes please supply additional information – your application will not be adversely affected and any information will be treated as confidential by Manor Courses.</i>	Y / N
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Health and Other Details

Do you suffer from any medical conditions or illnesses that we should be aware of? <i>If yes, please give details: Any information given will be treated as confidential and in no way affect your application.</i>	Y / N
Working on a residential summer school with children is strenuous and demanding, with long hours. It is a 48 hr working week. Is there any reason why you may have difficulty fulfilling this role? <i>If yes, please give details.</i>	Y / N
Do you have any special dietary requirement you would like to make us aware of? <i>If yes, please give details.</i>	Y / N
Are you happy to wear an MC T-shirt whilst on duty?	
How did you hear about us?	

Education Details

Course / Subject <small>(ELT qualifications must have min. 100hrs input, include min. 6hrs teaching practice, and be externally validated by a university)</small>	Institution / College / Awarding Body / Examination Board <small>eg. St Giles School, Brighton, UK</small>	Grade <small>eg. 2:1 / Pass</small>	Finish date <small>month / year</small>

Do you hold a First Aid Certificate that will still be valid during summer 2012?	Y / N
Do you hold a Pool Lifeguard Certificate that will still be valid during summer 2012?	Y / N
Do you feel competent using an interactive whiteboard or other classroom technology? <i>Please provide details.</i>	Y / N
Have you included copies of your qualifications?	Photocopies by post Scans attached to email
Y / N Y / N	

Please give as much detail as possible to enable Manor Courses to verify all qualifications with the appropriate establishments.

Manor Courses Ltd will verify all qualifications as per British Council guidelines.

Please sign & date below to confirm you agree to us contacting the relevant awarding bodies / examination boards / institutions.

Signature	Print Name	Date

Professional / Employment History inc. Teaching Practice / Voluntary Work

Job title	Responsibilities inc. subjects, age groups, levels, resources used	Employer inc. current/most recent employer & city/country	Dates start & finish month / year

Have you had any of the following professional experiences in teaching or other work?			
Young children	Y / N	Residential jobs	Y / N
Teenagers	Y / N	Mixed nationalities	Y / N
Non-native speakers of English (any age)	Y / N	Overseas jobs	Y / N

Which of the above do you feel is most relevant to this application? Why?
Please detail your interests, hobbies and any special skills that you have which could enhance our summer school.
Please note here any continuing professional development, achievements and/or attended workshops, seminars additional to your formal college studies.
Please list at least 4 skills or personality traits that you think are important to the smooth running of an international residential summer school. Give reasons why:
1
2
3
4

Professional Suitability

Please complete the section below that is relevant to your application.
If you are applying for more than one position please complete all relevant sections.



Activities Jobs

Sport, Art & Crafts, Performing Arts Leaders

(Managers/Heads will be asked additional questions before interview)

How would you motivate / encourage our young students to join-in, enjoy, and benefit from your activity/session?
What problems do you think may arise with large groups of multi-cultural teenagers and how would you deal with these?
What activities are you most comfortable leading sessions in?
Are there any other sports that you have less experience in but would be happy to assist with?



English Teaching Jobs

English Teachers, Director & Assistant Directors of Studies

(Director/Assistants will be asked additional questions before interview)

Please describe one of the best lessons you have delivered, explain why you feel it went well.		
Please describe one of the 'not so good' lessons you have delivered, explain why you feel it went 'badly'.		
What problems do you think may arise in the classroom with multi-lingual young learners and how would you deal with these?		
What personally makes you a good teacher?		
Please circle your preferred choice:	Age-group: 10-13 / 14-17	Level: beginner / elementary / pre-int / intermediate / upper / advanced



Welfare Jobs

House Managers, Nurse

(House Team Leaders will be asked additional questions before interview)

What problems do you anticipate might arise when working with large multi-cultural groups of teenagers (eg. in the residential boarding houses or on excursions)?
How would you respond to an emergency situation (e.g. an accident, a fire alarm, violence) in the boarding house?
How would you deal with a young student who appeared to be homesick or was not mixing with other students?

Referees

Please give the names of 3 references that can comment on your teaching/leadership skills & ability to work in a team.

Please note that all of the first 3 references will be followed up, and referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for persons under 18.

May Manor Courses contact all of the referees below?

Y / N

Professional Referee:

Name		Company	
Position		Email	
Tel		Fax	
Address			

Professional / Educational Referee:

Name		Company / College	
Position		Email	
Tel		Fax	
Address			

Personal Referee:

Name		Occupation	
Relationship to you		Email	
Tel		Fax	
Address			

Additional Referee (only used if we are unable to contact one of the above):

Name		Occupation	
Relationship to you		Email	
Tel		Fax	
Address			

Declaration

I believe that I am fit to work with children.
 I am willing to undergo a CRB (Criminal Records Bureau) check.
 I know of no lawful reason that I should not be employed in situations where I have responsibility for persons under 18.
 I recognise there will be strict regulations about smoking and alcohol/substance usage.

I confirm the information detailed on this application form is correct and complete.
 I understand any false information will jeopardise my application and / or employment.
 I understand any gaps in my work / study history will be asked about in the interview.

Signature	Print Name	Date

In order to consider your application and confirm your identity and eligibility to work in the UK we must receive the following with your application form:

- A passport photocopy.
- A digital or printed photo (may be used for ID purposes when working with children).
- Posted or faxed hand-signed copies of the above declaration and page 2 of the application form in order that we can verify degree certificates with your university.
- Scans or photocopies of all relevant certificates and qualifications. You are requested to provide proof of all qualifications in support of this application. If you cannot include copies, please explain why.
- Details for 4 referees. Pre-written testimonials will only be accepted in addition to these.

Have you done the following.....?	Y / N
• Filled every box and put the position / contract you are applying for?	Y / N
• Read the Job Description on our website or as an emailed attachment?	Y / N
• Visited our website and familiarised yourself with our school & programme?	Y / N
• Hand-signed this form in 2 places?	Y / N
• Provided the scans/photocopies mentioned above?	Y / N

Once you have consulted the above checklist, return this form to our office address below, or via e-mail to

<i>Manor Courses Summer School</i> 8 Foundry Street, Brighton, East Sussex, BN1 4AT, ENGLAND	Tel +44 (0) 1273 692878 Fax +44 (0) 1273 602144 jon@manorcourses.co.uk www.manorcourses.co.uk
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Manor Courses has been dedicated to providing high standards of tuition, welfare, and supervision of activities and excursions since 1970.

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