

Please return to the academy either by e-mail:  
 academiataktome@hotmail.com  
 or post to: **TALK TO ME English Academy**  
 c/ Plaza de la Feria 18  
 Las Palmas de Gran Canaria  
 Spain 35003



<b>APPLICATION FOR:</b>	
<b>REF/POST NUMBER:</b>	

If completing this application by hand, please write clearly in black ink.  
 Please contact us if you require any assistance completing this form.

**PERSONAL DETAILS**

Surname:		Forename(s):		Title	
Previous Surname(s): <i>(where appropriate)</i>		E-mail Address:			
Current Address:					
				Postcode:	
Tel No. (Home)		Tel No (Work):		May we contact you at work?	
Mobile No:		IfL / GTS Registration No:		Qualified Teacher Status?	
DNI / NIE No: <i>(as applicable)</i>		National Insurance No:			
Next of Kin <i>(in case of emergency):</i>		Tel No:			

Are you permitted to work in Spain in accordance with the Immigration, Asylum and Nationality Act 2006? YES:  NO:

To the best of your knowledge, are you related to any member of staff at this Academy? YES:  NO:

**REFERENCES**

In line with the DfES requirements for Safeguarding Children and Safer Recruitment in Education, it is our policy is to obtain references prior to interview. Please provide details of two referees (not relatives), one of whom should be your present/most recent employer. **It is assumed that we may contact these people immediately if you are short-listed to attend interview.**

Name:		Name:	
Position:		Position:	
Co Name:		Co Name:	
Address:		Address:	
Postcode:		Postcode:	
E-mail:		E-mail:	
Tel No:		Tel No:	

## EMPLOYMENT DETAILS

### PRESENT/LAST EMPLOYMENT

Job Title:		Full/Part-time:	
Name and Address of Employer:			
		Post Code:	
Please explain briefly the nature of your responsibilities:			
Salary and benefits:			
Start date:		End date:	
		Notice required:	
Reason for leaving/wishing to leave:			

**PREVIOUS EMPLOYMENT** please provide a full career history including any voluntary work and starting with the most recent. Please explain any gaps in employment history.

<u>Dates</u>		<u>Name and Address of Employer</u>	<u>Position Held</u>	<u>Reason for Leaving</u>
<u>From</u>	<u>To</u>			

Please continue on a separate sheet if necessary

## EDUCATION AND QUALIFICATIONS

<u>Dates</u>		<u>School/College/University/Other</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Qualifications Gained (with grades)</u>
<u>From</u>	<u>To</u>				

Please continue on a separate sheet if necessary

## MEMBERSHIP OF PROFESSIONAL BODIES

<u>Professional Body</u>	<u>Date From</u>	<u>Membership Grade</u>

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) UNDERTAKEN

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Please continue on a separate sheet if necessary

## PART TIME LECTURER APPLICATION

**If you are applying for a part time lecturing post please complete the following:**

Please state the subject(s) that you are able to teach and to what level.

<u>Availability</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
<u>Morning</u>							
<u>Afternoon</u>							
<u>Evening</u>							

## EXPERIENCE

Please refer to the Job Description and Person Specification and describe how you meet the criteria, ideally by giving brief examples.

Please continue on a separate sheet if necessary

## REHABILITATION OF OFFENDERS ACT 1974/DISCLOSURE OF CRIMINAL CONVICTIONS

Due to the nature of the work for which you are applying i.e. as an employee in an establishment providing further education, you are required to declare any pending criminal prosecutions they may have, as well as any spent criminal convictions, cautions, reprimands and final warning as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that you do not need to disclose any 'protected' cautions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Do you have any cautions (including final warnings or reprimands) or convictions which are not 'protected' as defined by the Exceptions Order 1975\* to the Rehabilitation of Offenders Act 1974?

Please answer:

YES:  NO:

Are there any other matters that may be relevant to your suitability to work for the Academy ? (There is no obligation to disclose a protected caution or conviction as defined by the Exceptions Order 1975\* or any circumstances ancillary to that protected caution or conviction).

Please answer:

YES:  NO:

*\* As amended by the 2013 Exceptions Order*

If you have answered YES to either of the above questions you should send details with your application in a sealed envelope, for the attention of the Personnel Manager, marked 'Private and Confidential'. A criminal record will not necessarily be a bar to obtaining a position as each case is looked at on its particular circumstances and background.

Talk To Me English Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Work in an academy involves regular contact with persons aged under 18 and as such a disclosure (criminal record check) via the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), will also be requested in the event of a successful application. Talk To Me English Academy is a Regulated Activity Provider. Failure to disclose a conviction could result in dismissal or disciplinary action by the Academy. Any information given, however, will be treated as completely confidential and will be considered only in relation to an application for positions to which the order or disclosure applies.

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### DECLARATION

1. The above constitutes a serious application for the advertised post.
2. To the best of my knowledge, the information supplied is complete and correct and I understand that any engagement offered is subject to the Academy's regulations.
3.
  - (a) I understand that candidates from overseas are only eligible for appointment if their employment in this country is free from all restrictions;
  - (b) If appointed, I am not aware of any legal impediment which would disqualify me; and
  - (c) I realise that the Academy reserves the right to seek verification of the information provided.

Should it be found that the successful candidate has failed to disclose information as requested on this application form, or provided false information, then such action may lead to dismissal or disciplinary action by the Talk To Me English Academy .

Signed:

Date:

Data collected on this form will be processed for the purpose of selection. All information will remain confidential and will only be viewed by those involved in the selection process. If an applicant is not appointed then his/her information will be destroyed after six months. By signing this form consent is given for the information to be used for the above purpose under the Data Protection Act 1998.

## EQUAL OPPORTUNITIES IN EMPLOYMENT

Talk To Me English Academy is committed to eliminating discrimination and actively pursuing equality of opportunity for our staff and students. We seek to promote and maintain an inclusive and supportive environment in which diversity of backgrounds and experience is valued; where the dignity of staff and students is respected and where all members of our Talk To Me English Academy community are assisted to achieve their full potential. It aims to ensure that all staff and students, whether existing or potential, receive fair and equal treatment when applying to, or working as, members of Talk To Me English Academy. Talk To Me English Academy has a continuing programme of action to bring about the implementation of this policy.

Please answer the following questions in order that we might monitor the effectiveness of our equal opportunities policy.

On receipt of your application, this section of the application form will be removed and the information you provide will be analysed separately by the Personnel Department. All responses will be treated in the strictest confidence, and solely used for statistical purposes.

Name of applicant	Application for

### Gender

Do you consider yourself to be female or male?

Female		Male	
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Do you present yourself in a gender role that differs from the gender assigned to you at birth?					
Yes		No		Prefer not to say	

What is your date of birth?

Day		Month		Year			

What is your Nationality?	
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### Marital Status

Single		Married/Civil Partnership		Divorced		Widowed	
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### Ethnicity

To which ethnic group do you belong? Put a tick against one of the groups below.

Asian or Asian British - Bangladeshi		Asian or Asian British – Indian	
Asian or Asian White – Pakistani		Black British or any other Asian Background	
Black or Black British – African		Black or Black British – Caribbean	
Other Black Background		Chinese	
Mixed – White and Asian		Mixed – White and Black African	
Mixed – White and Black Caribbean		Mixed – Any other Mixed Background	
White - British		White – Irish	
White – any other White Background		White – Other European	
Any other		Not Known	

### Disability

We want to be a disability friendly Talk To Me English Academy . Please help us achieve this by bringing to our attention any potential discrimination against disabled people and by ensuring that we know of any

Do you consider yourself to have a disability?		Yes		No	
If YES, please specify the nature of the disability:					
We recognise people with different impairments can experience fundamentally different barriers. Please tell us if you have:					
Mobility Impairment		Learning Difficulty		Mental Health	
Hearing Impairment		Visual Impairment		Speech and Language Impairment	
				Prefer not to say	
				Other – please state	
Are there any special arrangements/adjustments that need to be made for the purposes of interview?		Yes		No	

(If YES, we will contact you, should you be shortlisted, to discuss these arrangements further).

**Religion or Belief**

How would you describe your religion /belief?

Buddhist		Christian	
Hindu		Jewish	
Muslim		Sikh	
No religion/belief		Other – please state:	
Prefer not to say			

**Sexual Orientation**

How would you describe your sexual orientation?

Lesbian		Heterosexual or straight	
Gay man		Bisexual	
Other – please state:		Prefer not to say	

**Recruitment Source**

Please state where you saw this vacancy advertised or how you became aware of it.

La Provincia / Canarias7		Internal Talk To Me English Academy advertisement	
Talk To Me English Academy Website		On-line media – please state website:	
Job Centre		Other – please state:	
Word of mouth			

<b>Signed:</b>		<b>Date:</b>	
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**DATA PROTECTION ACT 1998**

Data collected on this form will be processed for the purpose of monitoring equal opportunities in the selection process. All information will remain confidential, will not be circulated to the shortlisting panel and forms no part of the selection process. It will however be necessary during the selection process to share information about disability in order to guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post and/or to ascertain what support and assistance may be required. In addition the information provided will form part of the personal record for the successful candidate and will be used to produce statistical data.