Application form Post applied for: Assistant Director of Studies

Please do not submit a CV in place of any section in this form. Any information provided in this way will not be considered.

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| **Personal information** |
| Full name |  |
| Home Address |  |
| Telephone number(s) |  |
| Email address |  |
| Contact address (if different from above) |  |
| Nationality |  |
| Notice period required |  |
| **Educational and professional qualifications** |
| **Dates** **From/to** | **Institution (school/college/university)** | **Qualifications attained** |
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| **Experience (Employment history)** |
| Please start with the most recent and explain any gaps. |
| **Dates****From/to** | **Organisation (name and location)** | **Role/ Key duties/Reason for leaving** |
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| **Experience (Employment history) cont.**  |
| **Dates****From/to** | **Organisation (name and location)** | **Role/ Key duties/Reason for leaving** |
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| **Details of current employment** |
| Name of current employer |  |
| Address of current employer |  |
| Present job title  |  |
| Time spent in current post |  |
| Main duties of current post |  |
| **Supporting information** |
| **Please provide brief details of skills and experiences you have acquired that demonstrate your suitability for the role, paying particular attention to each area in the specification.**  |
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| **Languages spoken** |
| **Language**  | **Level** |
|  |  |
| **Referee information**  |
| Please provide details of at least two referees, one of which should be your current line manager. You are requested to list referees who can be contacted immediately.  |
| **Referee 1 (current employer)** |
| Name of referee |  |
| Job title |  |
| Relationship to you (line manager/colleague) |  |
| Address  |  |
| Telephone number |  |
| Email |  |
| **Please tick this box if you do not want us contact this referee prior to interview □** |
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| **Referee 2** |
| Name of referee |  |
| Job title |  |
| Relationship to you (line manager/colleague) |  |
| Address  |  |
| Telephone number |  |
| Email |  |
| **Please tick this box if you do not want us contact this referee prior to interview □** |
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| I confirm that all the personal details provided in this application form are correct and where applicable can be supported with appropriate documentation.I confirm that I have the right to work in UK and can provide the appropriate documentation to support this statement.I confirm that there is no reason that I should not work unsupervised with under 18s and would be willing to provide or undergo an enhanced DBS check.Signed: Date: |
| Please send this completed form to: Nadia Di PrataBy post: By email: The English Experience directorstudies@englishexp.co.uk 8-10 Upper King StreetNorwichNR3 1HA  |