****

Use the F11 key to tab through the document. Copy and paste tables as necessary.

****

|  |
| --- |
| I am available to work from       to       |

****

|  |  |
| --- | --- |
| Forename:       | Surname:        |

|  |  |
| --- | --- |
| Permanent Address (year-round contact) | Current Address |
|      Post code       |      Post code       |
| e-mail       | Telephone       |



|  |
| --- |
| **TEFL** |
| Awarding body | Date awarded | Name of qualification | Grade/level achieved |
|       |       |       |       |

|  |
| --- |
| **University/College Degree** |
| Awarding body | Date awarded | Name of qualification | Grade/level achieved |
|       |       |       |       |

|  |
| --- |
| **Other relevant qualifications** |
| Awarding body | Date awarded | Name of qualification | Grade/level achieved |
|       |       |       |       |

****

|  |  |  |  |
| --- | --- | --- | --- |
| **Awarding body** | **Dates** | **Qualification** | **Grade/qualification/level****achieved** |
| **From** | **To** |
|       |       |       |       |       |

|  |
| --- |
| As part of your role within FCLC, you will prepare and lead your class on excursions into the city centre twice a week and will work with another teacher or activity leader to present an on-campus project once a week. Please describe your experience of leading excursions and/or projects with children/teenagers.  |
|       |

****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers’ name and address** | **Dates** | **Job title** | **Position** | **Hours worked** |
| **From** | **To** |  | **Full-time** | **Part-time** |
|       |       |       |       |       |       |       |

|  |
| --- |
| Please describe your teaching experience |
|       |

|  |
| --- |
| Please give any additional information to support your application |
|       |



|  |  |  |
| --- | --- | --- |
| Are you registered disabled? | Yes [ ]  | No [ ]  |
| If yes please give details:       |

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the UK? | Yes [ ]  | No [ ]  |

|  |
| --- |
| The position you have applied for is exempt from the Rehabilitation of Offenders Act (1974) which means that all convictions, cautions, reprimands and final warnings on your records need to be disclosed. Only relevant convictions and other information will be taken into account; disclosure may not necessarily be a bar against obtaining a position.  |
| Do you have any spent/unspent criminal convictions? | Yes [ ]  | No [ ]  |
| If yes please give details:       |

Please note that successful candidates will be required to undergo a PVG check.



Should you be contacted for an interview and pass the interview, you will be asked to provide the names and contact details of two referees, who will be contacted with regard to your suitability to work with children. At least one MUST be a previous employer or tutor. Friends and relatives are not acceptable as referees. By naming referees and providing their contact information, you are giving FCLC permission to contact them. FCLC must receive two positive references before hiring any new staff.

Proof of qualifications will be required. Any gaps in CVs must be satisfactorily explained. All references will be followed up. Your personal details will be recorded in accordance with the Data Protection Act 2018.

**R**

I declare that the information supplied on this application form is true and correct to the best of my knowledge.

Name

Date:

Please save as a Word document and return as an attachment to g.burrell@fettes.com.

If you require any further information about this vacancy please contact Greg Burrell, General Manager, by e-mail at the above-given address.

**References & Qualifications**

Fettes Centre For Language and Culture

Fettes College

Carrington Road

Edinburgh EH4 1QX

UK