

## APPLICATION FOR A TEACHING POST

Please complete this form as fully as possible, and email it to:  
[EducationCV@anglo-continental.com](mailto:EducationCV@anglo-continental.com). Alternatively, you can return it by post to:

**Anglo-Continental**  
 29-35 Wimborne Road, Bournemouth BH2 6NA.  
 For the attention of the Personnel Department.

Please affix a  
 recent  
**Passport  
 Photograph**  
 (optional)

All information will be treated as strictly confidential. As Anglo-Continental accepts students under the age of 18 years, employees are informed that references will be followed up; all gaps in CVs must be explained satisfactorily; proof of qualifications will be required; reference requests will ask specifically whether there is any reason that they should not be employed in situations where they have responsibility for, or access to, persons under 18 years of age and a Disclosure and Barring Service (DBS) check will be required. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

**Please attach to this form, a copy of the information page of your passport as proof of identification.**

### PERSONAL DETAILS

Title Mr / Mrs / Ms / Other title ..... Surname .....

Forenames ..... Nationality .....

Mother tongue ..... Email address .....

Permanent address .....

..... Post Code .....

Telephone number ..... Mobile number .....

Have you ever been convicted of a criminal offence, other than a spent conviction  
 under the Rehabilitation of Offenders Act 1974? YES/NO

If so, please give details .....

.....

Have you ever had a formal allegation of child abuse made against you? YES/NO

If so, please give details .....

.....

### AVAILABILITY

Have you a preference for teaching on any particular course or courses?  
 .....

.....

Are you seeking a long-term, full-time appointment? .....

If so, please state your earliest date of availability: .....

If you are seeking a short-term appointment, or vacation work, please state your dates of availability:

a) From ..... To .....

b) From ..... To .....

When could you come for an interview in Bournemouth, or be available for a telephone interview if you are abroad? Please give alternative dates and times between 09.00 and 16.00 hours, Monday to Friday:

1) ..... 2) .....

3) ..... 4) .....

**ACADEMIC QUALIFICATIONS**

Please give full details of all relevant qualifications. Anglo-Continental recruits teachers according to the British Council qualification criteria:

[www.britishcouncil.org/sites/default/files/accreditation\\_uk\\_handbook\\_2016-17.pdf](http://www.britishcouncil.org/sites/default/files/accreditation_uk_handbook_2016-17.pdf) pages 45-47

School / University / College	Dates		Duration		Other Relevant Information
	From	To	Years	Months	
Level 6 qualification – Degree or equivalent University / College..... ..... ..... Degree..... .....					
UCLES CELTA / Trinity College, London - Certificate in TESOL or equivalent At ..... ..... ..... .....					
UCLES DELTA / Trinity College, London - Diploma in TESOL or equivalent At ..... ..... ..... .....					
Level 7 qualification in Linguistics / TEFL / TEFL related subjects University / College..... ..... ..... Qualification..... .....					
Qualifications leading to Q.T.S. (Qualified Teacher Status) University / College ..... ..... Qualification..... .....					
Other Relevant Courses / Qualifications: ..... ..... ..... ..... .....					

**EMPLOYMENT**

Please give full details, dates and durations of all full-time employment, starting with the most recent. All gaps must be explained.

Employer and brief job description	Dates		Duration		Reason for Leaving
	From	To	Years	Months	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
<b>Please add more rows as necessary.</b>					



**REFEREES**

Present employer .....  
Address .....  
Post code ..... Telephone number .....  
Email Address .....  
May we approach this employer for a reference? .....  
If so, please state the name of the person to whom we should apply .....

Please give the names of two other people willing to act as referees on your behalf. If possible, both of these should know you in an academic or professional capacity.

1. Name .....  
Address .....  
..... Post code .....  
Profession ..... Telephone number .....  
Email address .....

2. Name .....  
Address .....  
..... Post code .....  
Profession ..... Telephone number .....  
Email address .....

---

**HEALTH**

Do you suffer from any disability, illness or complaint, serious or minor, which may affect your availability and ability to teach? If yes, please specify:

.....  
.....

---

**ANY OTHER RELEVANT INFORMATION**

.....  
.....  
.....  
.....

Where did you hear about this post? .....  
.....  
.....

**N.B. If you are invited for interview, please bring your original certificates with you.**

**All applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police.**

---

Date: ..... Signature: .....

---