### BOSS Logo 2013.jpgBuckswood Overseas Summer School

### Temporary Post Application

All sections must be completed in full. Please complete and return by email with a current CV to:

summerschool@buckswood.co.uk

**Please note that unfortunately, Buckswood Overseas Summer School is not a sponsor for visa applicants under the new UKBA points based system, and as such, all applicants should hold existing acceptable visa documentation, or have free right to work in the UK. You will be obliged to provide proof of this prior to the start of your contract.**

**All staff will provide relevant documentation and complete a DBS disclosure.**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  |       | Forename(s): |       |
| Position applied for:  |       |
| Specific dates available for work:  |       |
| Please add any relevant information regarding preferences or availability: |       |
|  |
| **Personal Details**  |
| Gender (M/F/Prefer not to say): |       | Nationality: |       |
| Permanent Address: (year round postal contact for pay slips, DBS certificates, P60, etc.)     Postcode:       | Current Address: (if different)     Postcode:      Dates: From:       To:      |
| Tel. (Including Code):  |       | Tel. (Including Code):  |       |
| Email:  |       | Mobile:  |       |
| Next of kin: |       | Next of kin contact tel.:  |       |
| N.I. No.:  |       | Do you have the right to work in the UK? (Y/N) |       |
| If you have a visa/permit to work in the UK, please state what this is and the expiry date. |       |
|  |
| **Qualifications (incl. TEFL qualifications, A-Levels, Diplomas, Degrees, Coaching). Continue on a separate sheet if necessary.** |
| Dates and Name of Institution | Qualification/Subject | Awarding Body |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Date of TEFL certificate (if applicable):  |  | First Aid Qualification:  |       | Lifesaving qualification:  |       |
| Expires: |       | Expires: |       |
| EFL Teaching Experience (if applicable, calculate up to June 2022) |
| No. of Years Teaching | Adults  | Teenagers | Children (8-12) |
| UK |       |       |       |
| Abroad |       |       |       |
| Total number of years full-time (post-CELTA/Trinity TESOL) EFL teaching experience:  |       |

|  |
| --- |
| **Employment History and Relevant Experience** Please note that in order to process your application, your full employment history is required. Please explain/account for any gaps in employment. You may continue on a further sheet if necessary. Alternatively, you may attach your CV provided it shows your full employment history. We may contact previous employers if you have worked with children.  |
|  |
| **Name and Address of Employer** | **Position Held** | **Main Duties and Responsibilities** | **From** | **To** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Days off needed in the summer and reason (please note – we look into each request individually, but during busy weeks, may not be able to accommodate your request): |        |
| Do you have a full clean driving licence valid in the UK? (Y/N) |       |
| Do you hold a Disclosure and Barring Service (DBS) certificate? (Y/N) |       |
| If yes please give date and reference number: |       |
| Please give the names of two professional referees who can comment on your suitability to work with children. Please note that all references will be followed up. These referees should know you in a professional capacity and one of them should be your current or most recent employer. References from friends and family are not acceptable. |
| Name:      Relationship to you:      Address:      Tel.:      Fax:      Email:      May we approach prior to interview (Y/N):       | Name:      Relationship to you:      Address:      Tel.:      Fax:      Email:      May we approach prior to interview (Y/N):       |

**Personal Statement Sheet**

|  |  |
| --- | --- |
| Please print name:       | Position applied for:       |

|  |
| --- |
| **EFL Teacher** posts: If this is your first summer school, please tell us why you have chosen to work in a summer school. For experienced summer school staff, please highlight what you liked and didn’t like about your experience.**House Tutor** posts: Please give details of activities, sports, games or excursions that you have organised/led.**Volunteer** posts: Please give details of activities, sports, games or excursions that you have organised/led. **For all posts**: please include details of experience of working with children, interests and hobbies and any positions of responsibility.  |
|       |
| For all posts, please indicate which of the following sports and activities you would be able to help organise and coach (C), teach (T) or would like to assist with (A). Please state if you have a relevant teaching qualification. Note: We provide full support and training for all activities and excursions. |
| Football |       | Treasure Hunts |       |
| Tennis |       | Karaoke |       |
| Badminton |       | Quizzes |       |
| Volleyball |       | Art and Craft |       |
| Basketball |       | Yoga |       |
| Table Tennis |       | Aerobics |       |
| Swimming |       | Drama |       |
| Sports Tournaments |       | Dance |       |
| Other (please specify) |       | Other (please specify) |       |