

LAL Language Centres Job Application Form



Thank you for your interest in LAL Language Centres. Our recruitment and selection process has been designed as a platform for you to demonstrate your skills and experience and for us to treat everyone fairly.

Application forms are confidential. When we are short listing applications we will only use the information you give us on Form B. We will keep application forms from unsuccessful applicants for six months and, unless you ask us not to, we may contact you about other vacancies.

Part A

Position applied for:	Location:
Personal Details	
Surname:	Title:
Forename(s):	Date of birth:
Address:	
Town:	Postcode:
Home tel:	Mobile tel:
E-mail address:	National insurance no:

Do you require authorisation to work in the UK?	Yes	No
If yes, and you have received authorisation, what documentation do you have?		
When does your current authorisation expire?		
LAL will require you to provide one of the following documents if you are short-listed for this position: Birth Certificate, Passport, ID card. If applicable you will also be required to produce your Work Permit.		
Do you have use of a car for work?	Yes	No
Do you hold a current valid driving licence?	Yes	No
Have you previously applied for a position at LAL Language Centres?	Yes	No
If 'yes' when?		
If you were successful in obtaining a position, what was the position?		
Reasonable adjustments for disabled applicants		
Wherever possible and reasonable we will make adjustments to help a person with a disability through the application and selection process. Please provide details below of any information you would like us to take into account with regards to your disability in order to offer you a fair selection interview.		
Please declare any personal relationships with any LAL/LALLC/FTI employees, agents or current students.		

Criminal Convictions

Have you been convicted of any criminal offences, which are not yet 'spent' under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please provide details, and if necessary continue on separate sheet.

If applying for a position which involves working with children all applicants who are offered employment will be subject to a DBS check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions, whether 'spent' or 'unspent.' Criminal convictions will only be taken into account when they are relevant to the post. Please provide details below. If there are none, please write 'none.'

Failure to declare convictions/cautions may result in cancellation of any job offer. All such information will be treated in the strictest confidence and only taken into consideration if strictly relevant.

Allegations and disciplinary action in relation to working with children

If you have been subject to disciplinary action if there have been allegations made in relation to your working with children, this must be disclosed. Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. All such information will be treated in the strictest confidence and only taken into consideration if strictly relevant.

Have you been the subject of an allegations or disciplinary action in relation to working with children?

Yes

No

If yes, please provide details relating to the nature of the allegation and the date and / or the Disciplinary action and the date, if necessary continue on separate sheet.

Do you possess a current (within the last three years) enhanced disclosure or your country's equivalent?

Yes

No

If yes, please give date and reference number.

Date:

Ref no:

References

It is LAL's policy to obtain two references. References will be taken up after the interview. All job offers will be made subject to receipt of satisfactory references. Please give the name and address of two referees from which LAL can seek information regarding your suitability for employment, covering at least the past 3 years of your employment. If you are currently employed, one of the referees must be from your current employer, otherwise it must be your most recent employer. If you are in or have just completed full-time education one referee should be from your school, college or university.

For posts that require a DBS check

If you are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children.

Employment reference

Employment reference

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel. no:	Tel. no:
E-mail address:	E-mail address:
Relationship:	Relationship:
Organisation (if applicable):	Organisation (if applicable):

We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been subject to any child protection concerns.

Part B

Education & Qualifications

LAL will require sight of all original certificates relating to all qualifications, training and membership of professional bodies. We reserve the right to contact employers or educational establishments to verify details given. If applying for a teaching position, please state whether your EFL course was CELTA, Trinity or other.

Secondary School(s) Attended	Subjects Studied	Level / Grades

Further / Higher Education

Place of Education	Subjects Studied	Level / Grades

Other Qualifications/Relevant Training (e.g. Management, Professional, etc)

College / Institute / Other	Subjects Studied	Level / Qualifications

Membership of Professional Bodies

Professional Body	Status of Membership	Membership by exam? Yes/No	Date Acquired

Employment History

Name of current / most recent employer: Address: Job title: Weekly hours: Current / latest salary and any benefits:	
Start date:	Date of leaving:
Notice required:	Reason for leaving:
Main Duties/Responsibilities/Achievements:	

Applicant's Statement

Please tell us how well you match the Essential & Desirable Criteria for the position using any relevant experience gained from your current or previous employment, as well as drawing on any skills from community, voluntary work or leisure interests. Also include here information about why you want the job and anything else you wish to say. Please make sure that you address all of the points within the Essential and Desirable criteria within the Job Description in your applicant's statement. Work through each point logically detailing how you meet it. Failure to do so may result in you not being invited to an interview.

Please continue on separate sheet if necessary

Further Comments

If you have run out of space when giving any answer(s), please use the space below to continue, marking clearly which question(s) you are answering.

I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken as appropriate.

I understand that the information on this form may be used for purposes relating to the processing of data for recruitment and monitoring by LAL Language Centres under the Data Protection Act.

I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police.

I agree that the organisation reserves the right to require me to undergo a medical examination if I am offered a position. Should we require further information and wish to contact your Doctor with a view to obtaining a medical report, we are required to inform you of our intention and obtain your permission.

I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a standard or enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the organisation, any offer of employment may be withdrawn or employment terminated.

Signature _____ **Date** _____

All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview.

Please return application form to:

HR Administration Manager, LAL Language Centres, Conway Road, Paignton, Devon, TQ4 5LH
or e-mail it to: jobs.England@lalgroup.com

Part C

Equal Opportunities Monitoring

We are committed to building a workforce that reflects the diversity of the local community, improving access to careers within the company. The following questions are optional but we would be grateful if you would complete them to help us monitor fairness and equality. All information given will remain confidential. We will not use personal information such as name or address when analysing the information you provide.

The following information will be used only for this purpose; it will be separated from the job application.

Full name: _____ Post applied for: _____

Please tick appropriate boxes

Age

Q1 What age group do you fall into? 18 or below 25-34 45-54 65-74
19-24 35-44 55-64 75+

Sex

Q2 Are you male or female? Male Female Prefer not to say

Disability

Q3 Do you consider that you have a disability under the Equality Act?* Yes No

* The definition of disability according to the Equality Act 2010 is: "A physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Religion

Q4 What is your religion or belief? Prefer not to state None
Christian (Includes Catholic, Anglican, etc) Sikh
Hindu Muslim
Other. Please indicate _____

Race & National Origin

Q5 What is your race and national origin? (examples include: White British, Black African, British Asian, Chinese, Gypsy, Latvian, Indian, Indian, Polish, Travellers, etc.)
Do not wish to state Please indicate _____

Marriage Status & Civil Partnerships

Q6 Which of the following characteristics reflect your marital status? (tick one only)
Prefer not to state Married Widowed
Civil Partnership Separated
Divorced Single

Sexual Orientation

Q7 What is your sexual orientation?
Prefer not to state Heterosexual (straight)
Bisexual Lesbian
Gay Other. Please indicate _____

Misc.

Q8 How did you first hear about this vacancy?
LAL Website Local Press Word of Mouth
Other Website (please name) _____
National Press/Publication (please name) _____
Other (please name) _____