



Application Form

Applications for employment with St Andrews College English Language Summer Courses

Glasgow Campus - UWS, Hamilton

Edinburgh Campus - Loretto School

Applications should be returned to:

St Andrews College Summer Schools Ltd
Strathleven House
Vale of Leven Industrial Estate
Dumbarton, Scotland G82 3RD

Please affix
a recent
passport size
photograph
here

This application is treated in confidence.

Position(s) Applied For

TEFL Post
(Please Specify)

Activity / Sports
Leader

Liaison & Activities
Manager

Administration /
Welfare

Dates Available for Employment

Personal Details

Surname

Forenames

Address

Postcode

Contact Details

Home Telephone

Mobile Telephone

Email Address


Have you been employed by a Summer School or by St Andrews Summer School before?
Yes / No (Delete as Appropriate)

If Yes please provide details including employment dates and position held

Employment Record (starting with most recent)
Current or Last Position

Job Title		
Name & Address of Employer		
Dates of Employment	From:	To:
Brief Description of Position held		
Current or last Salary		
Reason for Leaving		

Previous Employment

Job Title		
Name & Address of Employer		
Dates of Employment	From:	To:
Brief Description of Position held		
Reason for Leaving		

Previous Employment

Job Title		
Name & Address of Employer		
Dates of Employment	From:	To:
Brief Description of Position held		
Reason for Leaving		



Education (starting with most recent)		
School / College / University	Qualifications Gained - Subjects and Grades	Dates
Training / Professional Membership		
Course	Brief Details	
Teaching Qualifications and Experience		
PGCE	Yes / No	Main Subject (Delete as Appropriate)
RSA (TEFL)	Yes / No	Year of Award (Delete as Appropriate)
Other TEFL or TESL	Yes / No	Year of Award (Delete as Appropriate)
List TEFL or TESL experience		



Specialist Qualifications (Arts, Sports, Dance etc.)

Please list any Coaching/
Instructor Qualifications
and Activity this relates to

Provide details of any
relevant Specialist
Qualification or Activity

For Activity / Sports Leader and Liaison and Activities Manager applicants only

Please give details of any expertise in Teaching or assisting in any of the under
noted Sports, Arts or Dance disciplines (Circle as Appropriate).

Basketball	Teach / Help	Soccer	Teach / Help	Tennis	Teach / Help
Drama	Teach / Help	Volleyball	Teach / Help	Aerobics	Teach / Help
Arts	Teach / Help	Scottish Dance	Teach / Help	Dance	Teach / Help

Provide details of any other Sports or other Activities with which you could teach or assist

Driving Licence

Do you hold a valid Driving Licence? Yes / No

Please list any driving convictions

Personal Achievements

Please include any further information including details of any achievements relevant to this application

Reasons for Applying

Why do you believe you are a suitable candidate for this position?


How did you hear about St Andrews College Summer School?
Protection of Young People and Vulnerable Adults

Part of the work involves building relationships with young people and potentially vulnerable adults

Please provide details where you have gained experience in working with Young People

The Company reserves the right to request that you are Disclosure Checked

Please state if you have been Disclosure Checked in the last 12 months and the Disclosure Certificate Number if possible

Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? (A copy of the Company's CRB/Disclosure Scotland Code of Practice is available on request.)

Yes / No

If Yes, please give full details

Health Declaration and Medical

Please state the number of absences you have had from work in the past 2 years

If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire.

Are you prepared to undergo a medical examination before employment?

Yes / No



Testimonials / References	
<p>St Andrews College will take up at least one reference for each applicant. Please list below the name, position and contact details of at least one but if possible two referees. Please ensure that the referees have been notified and can be contacted immediately.</p>	
<p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Contact number(s):</p> <p>Contact e mail:</p> <p>In what capacity are you known to this person</p>	<p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Contact number(s):</p> <p>Contact e mail:</p> <p>In what capacity are you known to this person</p>
Declaration	
<p>I hereby certify that all the information provided in this application is factual and correct</p> <p>Please note that it is your responsibility to ensure that you are legally entitled to work in the UK. Any offer of employment with St Andrews College is subject to proof of the right to work in the UK.</p>	
Signature of Applicant	
Date	

Please attach current Curriculum Vitae to your application and return to the address below.

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