



Chaucer College Canterbury

University Road, Canterbury, Kent CT2 7LJ – Tel: 01227 787800 - Shumei Eiko Ltd

APPLICATION FORM **FOR THE POST OF CONVERSATION TEACHER**

(Please send completed form to Dr Keith Wren, Vice-Chancellor)

Any offer of employment will be based on information given on this application form and at any interview. Full and accurate disclosure is required of anything which may affect an offer being made. Use a separate sheet if necessary to give relevant information.

Failure to disclose relevant information may affect your employment.

Job Title – Conversation Teacher

Closing Date – 5pm on Wednesday 25th January 2012

Personal Details

Surname..... (Mr/Mrs/Miss/Ms)

Other names.....

Home Address.....

.....

Post Code Contact Tel. No

University e-mail address (please note that this will be the normal means of communication):

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Post-Compulsory Education and Employment History

Dates are optional. Chaucer College does not discriminate in any way on grounds of age. However, the successful candidate will be required to give details of his/her date of birth for administration purposes.

From	To	School(s)	Examinations taken/grades obtained

Tertiary / further education

From	To	Place:	Courses, degrees, diplomas (with grades)

Other skills: (including languages, IT skills etc.)

Employment History (or attach C.V.)

Present Employer	Date Started	Position Held	Reason for leaving
Brief outline of responsibilities:			

Most Recent Previous Employment

From	To	Employer's name and address	Position held	Reason for leaving

Have you ever been dismissed for reasons other than redundancy? YES / NO

Please say why you are applying for this post and outline any aspects of your experience which you consider relevant to this application (e.g. Extra-mural activities, University Societies, travel abroad (including residence and study), experience of Japan and its people).

References

Please give the name and email address of a member of your University's full-time teaching staff willing to act as your referee from whom confidential references may be obtained. These may be requested before interviews unless you indicate otherwise.

Name	Occupation	Address & Telephone No.

Have you ever been convicted of any criminal offence? YES / NO (see note below)

NOTE: Under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have, in the past, been convicted of an offence. However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974.

If you answered YES above, please give details:

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Answering 'yes' does not necessarily ban you from employment; every application is considered on its own merits.

Please provide any other information which may affect a decision on appointment.

I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information, this may result in subsequent dismissal or the withdrawal of any offer of appointment.

Your signature also confirms that you have taken note of Chaucer College's Rules for Residents (available on the website) in particular the rules regarding Chaucer being a non-smoking campus and gender segregation within the accommodation blocks.

Signature

Date:

