

Personal Information Form

(Please answer all questions, using N/A where a question is not applicable)

**Personal Information**

|  |  |
| --- | --- |
| Title: |  |
| First Name(s): |  |
| Surname: |  |
| Date of Birth: |  |
| Current Address (including postcode): |  |
| Date moved to this address: |  |
| Home telephone number: |  |
| Mobile number: |  |
| Email address: |  |

If you have lived at your current address for less than 5 years, please provide your address history for the last 5 years. Please add extra lines to the table if necessary.

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| **Address** | **Date From** | **Date To** |
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**Language Level**

Please give details of your fluency in English, French, and Spanish. Give details on proficiency by using the number reference below.

**1** – Native **2** - Completely fluent **3** - Good knowledge and understanding **4** - Basic

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| --- | --- | --- | --- |
| **Language** | **Spoken** | **Written** | **Reading** |
| **English** |  |  |  |
| **French** |  |  |  |
| **Spanish** |  |  |  |

**Employment Information**

|  |  |
| --- | --- |
| Are you presently employed? |  |
| If yes, do you work full or part time? |  |
| How many hours per week are you currently working? |  |

**Employment and Education History**

Please give details of your **entire** education and employment history from the age of 18, in chronological order (oldest to most recent *below*). Include further education and any gaps in employment with the reason for them. Please add more rows to the table if needed.

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| --- | --- | --- | --- | --- | --- | --- |
| Name and address of School, College, University and/or Company | Dates Employed  From | | Dates Employed  To | | Subject or Job Title | Reason for leaving |
| Month | Year | Month | Year |
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**Employment and Education History Continuation**

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| --- | --- | --- | --- | --- | --- | --- |
| Name and address of School, College, University and/or Company | Dates Employed  From | | Dates Employed  To | | Subject or Job Title | Reason for leaving |
| Month | Year | Month | Year |
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**References**

We require the name, address and postcode of **2** independent referees (***referees must not be family members****),* one of which must be your current and the other your most recent previous employer.

If you are unable to provide references from your last 2 employers, please contact us for guidance.

|  |  |  |
| --- | --- | --- |
| **Referee** | **1** | **2** |
| **Name** |  |  |
| **Position** |  |  |
| **Company Name** |  |  |
| **Company Address 1** |  |  |
| **Company Address 2** |  |  |
| **Company Postcode** |  |  |
| **Company Telephone No.** |  |  |
| **Company Email** |  |  |

**Qualifications**

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| --- | --- |
| Do you have a teaching qualification? |  |
| If yes, please give details |  |

**Right to work in the UK/Ireland**

|  |  |
| --- | --- |
| Nationality: |  |
| Do you require a work permit to work in the UK/Ireland? |  |
| If yes, please give details |  |
| Have you lived outside of the UK/Ireland for more than 3 months in the last 5 years? |  |
| If yes, please give details |  |
| If you have answered yes to the above question you will need to provide disclosure clearance  from any country you have lived in during the previous 5 years. There will be no exceptions. | |