

Thank you for downloading an application form for a vacancy with Live & Learn Language Ltd at the South Devon Steiner School.

There are some things that we would like you to be aware of regarding the application form and submitting an application.

Applying for posts with Live & Learn Language Ltd.

So that candidates can be compared fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Completing the Form

Please complete all sections of the form in full and provide a full work history, including providing details of any periods you were not working. We ask for no more information than we require for the recruitment process. Please supply full referee details in the application form.

Data Protection

We have designed the form to meet with Data Protection requirements. In accordance with the Data Protection Act 2018, information provided during the application process, including the application form, will only be retained for as long as necessary. With signing the application form you consent Live & Learn Language Ltd. to use your data to process your application.

Internal Applicants: information provided in applying for this post will be kept in your personnel file for the duration of up to 6 month for future reference, unless you advise us otherwise, at which point all the relevant paperwork will be destroyed.

External Applicants: we reserve the right to keep information provided on file for up to 6 months for future reference, unless you advise us otherwise, at which point all paperwork will be destroyed.

Successful applicants: Your application form and information relating to pre employment checks will be retained in your personnel file for the duration of your employment and for a period of time afterwards, in accordance with the data protection law.

Disclosure and Barring Service (DBS)

All successful applicants will be required to hold an enhanced DBS check. In certain circumstances we are able to use one that you may already have had done through another institution or umbrella body. However, usually a new DBS check is required. Due to limited resources we are unable to fund the DBS check on your behalf. You can sign up for the DBS Update Service after a new DBS application has been made; this feature provides an annual DBS update which is acceptable across most institutions and professions. To successfully proceed a DBS application, the applicant must at least provide three specific documents as proof of identity and address. Detailed information will be provided to applicants.

Police checks/Certificate of Good Conduct from Overseas

If you have lived overseas you will be required to provide a police check or certificate of good conduct, in addition to a DBS check, from each country you have resided in during the last 5 years. Live & Learn Language Ltd. reserves the right to request police checks from countries where you resided more than 5 years ago.

Communication

Applications should be submitted by email (either as a word file or a pdf) to:
Jacqueline.buehler@livelearnlanguage.co.uk.

We will acknowledge receipt of applications by email. If you have not received an acknowledgement by email within 24 hours (1 working day) of us supposedly receiving the application, please contact us to check whether your application has been received or not.

We will email to invite applicants to join an interview. The interviews will most likely take place online, via Skype or Zoom. We will inform you if you have not been invited to join an interview in case the position has been filled already. Once you have joined an interview, please be assured, that we will inform you of the outcome of your application as soon as possible.

Live & Learn Language Ltd. at South Devon Steiner School

Suit 5 | 3rd Floor Castle Circus House | 136 Union Street | Torquay TQ2 5QG | United Kingdom
Telephone - 0049 (0)1773397878; email - jacqueline.buehler@livelearnlanguage .co.uk
Registered company No. 12269538



Application form for employment with Live & Learn Language Ltd. at South Devon Steiner School

Updated April 2020

Personal Details:

Position applied for:		
Closing date:		
Title:		Name:
Address:		
Postcode:		
Telephone:		
Email:		

The following are questions to assess your right to work in the UK:

Please give your nationality:

If not British, do you at present have the right to work permanently in the UK? **Yes / No**

If you are not a British or EU national, please give full details if you have any conditions related to your employment.

Have you lived outside the UK in the last five years? **Yes / No**

If yes, please list the countries where you have lived, with approximate dates.

Dates	Country

Live & Learn Language Ltd. is committed to safeguard children and young people and expects all staff and volunteers to share this commitment. If invited to an interview, you will be asked bring proof of your identity, including passport and driving licence, if you have them, and a proof of address (such as a utility bill no older than 3 months). If your right to work is subject to Home Office confirmation please bring supporting documents. We will ask for an enhanced DBS check. If you have lived abroad within the last five years, we will also ask you to arrange a police check in the country(ies) you have lived in. If you have anything to self-disclose, details of how to do this are given towards the end of this form.

Please give the names and contact details of at least two referees who can comment on your suitability for this position at least one of whom has known you for more than 5 years.

At least one professional reference should be supplied. One should be your current or most recent employer. **Note:** if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend. Reference forms are sent to referees in English, but can be completed in English, French, German, Spanish.

A reference from a course tutor is required if this is your first appointment after your training or less than 1 year since completing your training.

Title		
Name		
Position		
Organisation		
Capacity in which you know this referee		
How long have you known this referee?		
Address		
Postcode		
Phone		
Email		
Contact before interview?	Yes / No	Yes / No

Please note, that we might contact the above referees prior to the interview wherever applicable if you selected 'yes' in the above section. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to

children and/or child protection concerns you may have been subjected to.

Where did you see this position advertised?

Education and Qualifications Please give details of secondary, further and higher education					
Dates (mm/yyyy)		Name and address of School/College/University/ other institution	Qualifications obtained	Grade/ level	Steiner qualification Y/N
From	To				
mm	yyyy	mm	yyyy		
Do you hold a First Degree or equivalent? Yes / No					
Please give details of any other professional or vocational qualifications you hold that are relevant to your qualification. Please include First Aid and Safeguarding training.					
Do you hold a DBS check, last updated less than three years ago? Yes / No					
Are you signed up for the DBS Update Service? Yes / No					
Do you hold Self-employed status? Yes / No					
Do you hold a Public Liability Insurance and Professional Indemnity Insurance? Yes / No					
Dates obtained		Qualifications obtained	Grade/level	Name of awarding body	
<i>For teaching posts only</i>					
Do you hold QTS status? Yes / No					
If yes, please provide the following information:					

Qualification date:	Registration number:
Do you hold QTS in combination with TEFL or English? Yes / No	
Do you hold a ELT / TEFL / TEFLQ qualification? Yes / No	
Do you hold qualifications in ELT / TESOL management? Yes / No	
Do you hold 100 hours TEFL / English teaching experience or more? Yes / No	
Did you receive 6 hours externally validated supervised teaching or more? Yes / No	
Do you hold Steiner Teaching Qualification? Yes / No	
For all posts	
Other relevant skills:	

<p>Employment history</p> <p>Please set out in chronological order exact dates of all employment ever held since leaving secondary education, this includes both part-time, volunteering and temporary work.</p> <p>Please provide start and end dates (month and year) and explanations for periods not in employment, education or training.</p> <p>Please continue on separate sheet if necessary.</p> <p>If there are unexplained gaps in employment and/or months and years not included then Live & Learn Language Ltd. will be unable to consider your application any further.</p>	
Current or most recent employment	
1 Job title	

Employer:		Location:	
Current salary:			
Start date Month: Year:		End date Month: Year:	
Reason for change:			
Details of duties, responsibilities and achievements:			

Previous employment

2 Job title			
Employer:		Location:	
Current salary:			
Start date Month: Year:		End date Month: Year:	
Reason for change:			
Details of duties, responsibilities and achievements:			

3 Job title			
Employer:		Location:	
Current salary:			
Start date Month: Year:		End date Month: Year:	
Reason for change:			
Details of duties, responsibilities and achievements:			

4 Job title			
Employer:		Location:	
Current salary:			
Start date Month:	Year:	End date Month:	Year:
Reason for change:			
Details of duties, responsibilities and achievements:			
5 Job title			
Employer:		Location:	
Current salary:			
Start date Month:	Year:	End date Month:	Year:
Reason for change:			
Details of duties, responsibilities and achievements:			
6 Job title			
Employer:		Location:	
Current salary:			
Start date Month:	Year:	End date Month:	Year:
Reason for change:			
Details of duties, responsibilities and achievements:			

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7 Job title	
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Employer:		Location:	
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Current salary:	
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Start date Month: Year:	End date Month: Year:
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Reason for change:	
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Details of duties, responsibilities and achievements:

If there are any gaps in your employment or education history please explain them here (use as much space as you wish)

Dates (month and year)	Reason for the gap

Please describe in detail your reasons for applying for this post:
(use as much space as you wish)

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Please explain how you see your suitability for this post, demonstrating how your qualifications and experience meet each point in the person specification. Information will be scored against the criteria detailed in the job description.
(use as much space as you wish)

Personal Declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or bound-over or given a caution?

Yes / No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Recruitment Information – FAO the Employment Officer'.

I understand that if my application is successful I will be required to obtain an enhanced DBS check at the appropriate level.

Do you know of a reason why you would not be able to carry out this role due to health reasons?

Yes / No

In line with the Data Protection Act 2018 we are not permitted to hold your information on file for more than 6 months. Please give your consent to enable us holding your information in a secure file for more than 6 months if you wish to be considered for future roles where suitable.

Your data won't be used for any other purposes than contacting you and for consideration regarding future roles with Live & Learn Language Ltd. Your data won't be shared with any third party or any Live & Learn Language Ltd. staff not involved in the employment process. If you no longer wish that your information is held on file by Live & Learn Language Ltd. please contact us and we will delete all data held. If you wish to complain, please send an email to the address stated below.

Yes / No

I confirm that the information provided in this application is true and accurate.

Signature:

Date:

Please insert a scanned/electronic signature if you are submitting your application by email.

Please return this form to: **Jacqueline.buehler@livelearnlanguage.co.uk**