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| Personal Details  |  |
| Title  |   | First name  |   |  |
| Family name  |   | Middle name(s)  |   |  |
| Previous family name  |   | Dates used (mm/yyyy)  | From  | To  |
| Address  |      | Additional previous names used with dates (mm/yyyy)-(mm/yyyy)  |   |  |
| Post code/ zip code  |   | Date of birth (dd/ mm/yyyy)  |   |  |
| Country  |   | Email address  |   |  |
| Home phone no.  |   | Mobile/ cell no.  |   |  |

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| Education and Qualifications  |  |
| Please give details of any degrees and post graduate level courses attended  |  |
| Dates (mm/yyyy)  | College or other institution  | Qualification obtained  | Awarding body  | Grade  |
| From  | To  |
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| Education and Qualifications  |
| Please give details of other relevant professional qualifications e.g. ESL teaching cert  |
| Dates (mm/yyyy)  | College or other institution  | Qualification obtained  | Awarding body  | Grade  |
| From  | To  |
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| Employment History  |
| Current / most recent employment Please note this person will always be contacted as your 1ST referee  |
| Job title  |   | Name of employer  |   |
| Roles/ responsibilities  |   | Address of employer  |        |
| Subjects / ages taught  |   | Professional phone no of employer  |    |
| Professional Email of employer  |   |
| Start date (mm/yyyy)  |   | End date if applicable (mm/yyyy)  |   |
| Notice required  |   | Current salary  |   |
| Reason for leaving  |    |

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| Employment History  |
| Previous employment  |
| Please add details in chronological order starting with the most recent working backwards. Ensure that all employment including any part time or voluntary is included and that the history provided goes back to the date at which you left school.  |
| Dates (mm/yyyy)  | Name and address of employer  | Job title  | Responsibilities including subjects and ages taught  | Reason for leaving  |
| From  | To  |
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| Employment / Education Gaps  |
| If there are any gaps of 3 months or more in your employment or education history please explain them here  |
| Dates (mm/yyyy)  | Explanation  |
| From  | To  |