



# Applicant Information

## CCL Application process:

1. Read the information below and the relevant job description/s carefully.
2. Complete the CCL application form and email to: [cd@camlang.co.uk](mailto:cd@camlang.co.uk)

Please be aware that we only accept our application form; you should only send your CV as a supporting document along with the application form. You must be eligible to work in the UK and hold a recognized EFL teaching qualification (CELTA or Trinity Certificate in TESOL).

3. If your application is successful, you'll be invited for an interview. This may be face-to-face or by Skype, depending on where you live. At interview any gaps in your employment history must be explained satisfactorily. Your commitment to safeguarding children will be discussed. You may be asked to bring proof of identity (passport or driving license), original certificates and your DBS certificate or police check along to the interview.

4. We will require at least two references from recent previous employers. We will ask referees if there is any reason why you should not work with under 18s. References may be taken up before interview.

5. If your interview is successful, you will be asked to provide documents for an enhanced DBS check (UK residents), which the school will pay a contribution to. If you are living outside the UK, you will be asked to provide a Police Report. You will also be asked to provide photo ID and certificates of your qualifications.

6. Once we have received all the documentation, including satisfactory references, we will send you a contract and additional information about working at CCL.

7. At arrival you must provide proof of identity (passport or driving license), original certificates and your DBS certificate or police check.

CCL has a serious commitment to Safeguarding and aims to recruit employees in accordance with our Safeguarding policies and procedures which we have in place to ensure the safety and wellbeing of the children under our protection ensuring that these procedures are adhered to.

DBS checks will be applied for all Adult employees with substantial access to and likely to be unsupervised with under 18s and employees will be asked to sign a declaration of suitability to work with children document.

CCL is committed to supporting, developing and promoting diversity and equality in all of its recruitment practices and activities while aiming to establish an inclusive culture free from discrimination and based on the values of fairness, dignity and respect.