

Manor Courses (MC)

Summer School at Hurst College Residential English Language Courses Returning Staff Application Form 2025



Personal Details

Surname		First Name	
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Current Address for correspondence

Tel		Email	
Mobile		Other method of contact	

Nationality <i>Optional</i>		Date of Birth <i>Optional</i>	
Non-UK Citizens - Do you already have a valid Work Permit or Visa or similar? <i>Please note Manor Courses are not able to obtain Permits or Visas for applicants.</i>			Y / N

Position being applied for? <i>Please circle</i>	Activities Jobs: -Sports Leader -Lifeguard -Arts & Crafts Leader -Performing Arts Leader -Line Manager (titles, management model to be confirmed)	Welfare Jobs: -House & Campus (Data & Welfare) Manager -First Aid & Welfare Manager -Line Manager (titles, management model to be confirmed)	English Teaching Jobs: -English Language Teacher Preferred age-group (circle): 8-14yrs / 11-17yrs -Line Manager
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Please circle

Are you available to start work / induction from Sat 5th July ? (arriving on Fri 4th July) <i>The induction course begins a few days before students arrive. Student welcome day is Tues 8th July. Returnee staff are not obliged to attend.</i>	Induction 5 July – 7 July	Y / N	
Line Managers / Team Heads – pre-induction preparation <i>Are you available from either 2nd or 3rd July to help set up the campus and prepare training modules for the team?</i>	Pre-induction prep	From 2 July From 3 July	
Most contracts include 2 or 4 working weeks (including weekends). Are you available for either/both of these periods? <i>Arranging specific additional time-off is only possible for important dates/events.</i>	4 weeks rota 8 July – 5 Aug	2 weeks rota 8 July – 22 July	
Later start <i>Are you applying to start later due to other employment or plans during early July?</i>	Latter 2 weeks 21 July – 5 Aug		
Specific dates? <i>If you cannot work these periods, please tell us your availability</i>			
Salaries	With full induction, arrive 4 July	Miss induction, arrive 7 July	
	Latter 2 weeks, miss induction, arrive 21 July		
<i>21 years and over</i>	2 weeks £1545 4 weeks £2690	2 weeks £1146 4 weeks £2290	2 weeks £1146
<i>20 years and under</i>	2 weeks £1230 4 weeks £2140	2 weeks £911 4 weeks £1822	2 weeks £911

Working with Children

<p>Do you agree to us conducting/requesting a <u>Police / Criminal Records check</u>? <i>Criminal Records (Enhanced DBS/CRB) checks will be required according to our policy. Candidates may also be checked against the UK Barred and/or Prohibited List. Our suitability checks also include seeking references before jobs are offered.</i></p>	Y / N
<p>Do you already have an UK Enhanced DBS/CRB Police / Criminal Records check? Do you have an international equivalent of a police / criminal check or letter? <i>If yes, can you <u>bring the original</u> to the Induction Course, if successful? If yes, when was it <u>dated</u>?</i></p>	Y / N Y / N Y / N
<p><i>If you do supply any details now or at a later date, do you <u>agree to us keeping them on record</u>?</i></p> <p>Do you have a criminal record or have you <u>ever been convicted</u> of a criminal offence? <i>If yes please supply additional information – your application will not be adversely affected and any information will be treated as confidential by MC.</i></p>	Y / N
<p>What <u>attracted you</u> to this job and to return to MC again?</p>	

Health and Other Details

<p>Do you suffer from any <u>medical conditions or illnesses</u> that we should be aware of? <i>If yes, please give details: Any information given will be treated as confidential and in no way affect your application. This information may be disclosed to our First Aiders if you are appointed a job with MC.</i></p>	Y / N
<p>Do you have any special <u>dietary requirement</u> you would like to make us aware of? <i>If yes, please give details.</i></p>	Y / N
<p>Working on a residential summer school with children is strenuous and demanding. Is there any reason why you may <u>have difficulty</u> fulfilling this role? <i>It is an average <u>48hr working week</u>. Some weeks the hours may exceed 48. If yes, please give details.</i></p>	Y / N
<p>Do you have any reservations based on your previous contract? <i>Please feel free to explain.</i></p>	Y / N
<p>Are you aware that each position has multiple responsibilities, including care and supervision of children in various environments, and requires <u>commitment to safeguarding children</u>?</p>	Y / N
<p>Do you have any reservations based on your previous contract's various roles? <i>Please feel free to explain.</i></p>	Y / N

Insurance: We recommend all staff bring some kind of health insurance for any injuries and accidents they may encounter whilst not on duty during their stay at Hurst. Manor Courses has cover for injuries and accidents during your work shifts only. Travel insurance is recommended for any non UK citizens.

Updated / Recent Education Details

Any gaps in your professional or education history must be explained in your interview or beforehand by email.

Course / Subject <small>(ELT qualifications must have 100+hrs input, include 6+hrs teaching practice, and be externally validated)</small>	Institution / College and its Location; Awarding Body / Examination Board	Grade	Finish date <small>month & year</small>

Any current studies:

Course / Subject	Institution / College and its Location	Expected finish

Updated / Recent Professional / Employment History / Teaching Practice / Voluntary Work

Any gaps in your professional or education history must be explained in your interview or beforehand by email.

Job title	Responsibilities	Employer <small>include current/most recent employer & city/country</small>	Dates <small>start & finish, month & year</small>

Professional Suitability

Have you seen the new Job Ad / Job Description? Yes / No

In the following sections please demonstrate how you meet some of the following:

Are

- flexible & energetic** in order to meet multiple aims of MC Summer School and its clients.
- understanding** of customers' needs and how to satisfy them.
- positive** about **policies**.

- committed** to professional **boundaries** with children.
- committed** to **data protection** policies & **using** devices at work appropriately.
- dedicated** to **child protection & safeguarding** from all kinds of harm.
- dedicated** to **health & safety** practices & **implementing** them with large groups.

Have

- appropriate **attitudes** for a person in a position of trust.
- desire** to work with both children & international customers.
- plans** for their continued **professional development**.
- insight** into international cultures.

- ability** to **engage & instruct** children in your specialist field.
- ability** to **monitor & manage** children's **behaviour**.
- ability** to **identify & award** children's **achievements**.

Can

- work & live** successfully **under pressure** on a campus of 200+ children & 40+ staff, with **stamina**.
- adapt** their professional **manner** to various cultures, languages & age-groups.
- develop** positive **relationships** with teammates, students & clients.
- use initiative & intuition** at work.

- complete paper & digital records** of all their work.
- use IT skills** for data management or making resources.
- communicate** clearly in proficient **English** using all methods, & can **comprehend** others' English.

Are there any of the following characteristics that appear on the above Job Responsibilities and Candidate Requirements, that you feel less confident in meeting? Yes / No

If so, please choose one of these that you feel least confident in and discuss how you could improve before the contract starts (if offered the job).

Returnee applicants – reflect on your previous work at MC

With a few sentences to answer each question.

If you choose to handwrite your responses, before printing, you might want to expand the boxes to give you more space to write.

<p>Give an example and analyse a situation where you successfully used your initiative or intuition to make the situation a success.</p>
<p>Give an example and analyse a situation where you felt you were unsuccessful (or less successful) due to any weakness in your skills, or lack of skills.</p> <p>Explain how, with hindsight, you could improve your performance to make it more successful?</p>
<p>Give an example and analyse a situation where you feel you were not fully prepared or trained or given appropriate back-up, support, guidance, information or resources/equipment by MC.</p> <p>What would you ask from MC to enable you to avoid problems this year or to improve the situation?</p>
<p>MC receive feedback from staff, clients, students, parents, and Hurst College, amongst others. We intend to improve communications in many ways, including: between teams; between you and your line managers; between you and the directors; and between staff and students. What ways would you suggest?</p>
<p>MC believe it needs to advance the digital systems used for registers and communication, and therefore overall safety of all residents. How confident are you with using, generating, editing, storing digital data?</p> <p>Give some examples of ways you have done so in the past?</p>
<p>How open are you to following any implemented changes to job roles and policies from your last contract and this summer?</p> <p>How keen are you to follow the same job roles and policies as in your previous contract?</p>

Referees

References are part of our suitability checks on all candidates, including returnee candidates.

- Please give the names of 2 references that can comment on your teaching/leadership skills & ability to work both in a team and independently.
- Please note that 1 all of the references will be followed up.
- The 2nd may be followed up if contact cannot be made, or if they cannot provide their signature, or if none of the email addresses are official workplace or educational establishments.
- Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for persons under 18.
- Pre-written testimonial will only be accepted in addition to the below, and will be verified.
- Some of the below may be phoned, some may be emailed.

May MC contact all of the referees below?	Y / N
Can you include recent and / or appropriate references for this job?	Y / N

Referee:

Name		Company / College	
Position / Relationship		Email (preferably a professional company / college email address rather than Gmail/Hotmail etc.)	
Tel			
Address			

Referee:

Name		Company / College	
Position / Relationship		Email (preferably a professional company / college email address rather than Gmail/Hotmail etc.)	
Tel			
Address			

Declaration

<p>I believe that I am fit to work with children. I am willing to undergo a Police/Criminal Records check or to apply for my own international equivalent if I am living abroad. I know of no lawful reason that I should not be employed in situations where I have responsibility for persons under 18. I recognise there will be strict regulations about smoking and alcohol/substance usage. I confirm the information detailed on this application form is correct and complete. I understand any false information will jeopardise my application and / or employment. I understand any gaps in my work / study history will be asked about in the interview.</p>		
<p>Signature <i>Print and sign, or insert an image of your hand-written signature on paper, or digitally sign.</i></p>	<p>Print Name</p>	<p>Date</p>

Supporting documents: In order to consider your application and confirm your suitability we must receive the following with your application form:

- Hand-signed signature inserted as a digital image, or a digital signature, in the declarations box.
- Scans or photocopies of any recent certificates and qualifications.
- Details for 2 referees. Pre-written testimonials will only be accepted in addition to these and will be verified with the author, so please supply contact details.
- Scans or photocopies of any recent UK Police / Criminal record check or any international equivalent.

<p>Is your application ready? Have you done the following.....?</p> <ul style="list-style-type: none"> • Filled every box and put the position / contract you are applying for? • Read the new Job Description on our website or as an emailed attachment? • Hand-signed this form? <i>You can print, sign and scan it if you need, or insert an image of your signature in the required place.</i> • Provided any new scans/photocopies mentioned above? 	<p>Y / N Y / N Y / N Y / N</p>
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Contacting us:
 Once you have consulted the above checklist, return this form via email to jon@manorcourses.co.uk or if that is not successful please try info@manorcourses.co.uk or upload it to www.manorcourses.co.uk/work-for-us/.
 If you have any problems, please call [07885779188](tel:07885779188).
 Hand-written Forms, if you cannot complete it digitally, can be scanned and emailed, or posted to 67 Warren Way, Brighton, BN2 6PH, UK

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