

## **CONVOCATORIA DEL PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA**

### **PLAZAS EN ETON COLLEGE Y SAINT PAUL'S SCHOOL (REINO UNIDO) CURSO ACADÉMICO 2019-2020**

*(aprobada en Consejo de Gobierno de 8 de febrero de 2019)*

#### **1. Presentación**

La Universidad Autónoma de Madrid, con objeto de contribuir a la formación internacional y la inserción profesional de sus graduados, convoca un programa de plazas de lector de español como lengua extranjera, para el curso académico 2019-2020.

#### **2. Características de la convocatoria**

2.1 Se convocan **dos (2)** plazas de lector de español como lengua extranjera destinadas a estudiantes universitarios matriculados oficialmente en la Universidad Autónoma de Madrid en estudios conducentes a la obtención de un título oficial de grado o de posgrado.

2.2 Ambas plazas han de entenderse como un **contrato laboral** y no como becas. Los candidatos deberán tener esto en cuenta en la redacción de la documentación que se solicite.

2.3 De las dos (2) plazas convocadas, una (1) se oferta en Eton College (Reino Unido) y una (1) en St. Paul's School (Reino Unido).

2.4 La duración del lectorado en cada Centro será la que se especifique para cada plaza en los **Anexos I y II** de esta convocatoria.

2.5 Las plazas de lector requerirán **dedicación exclusiva** en el centro de destino.

2.5 La remuneración de las plazas de lector será la que se especifique para cada plaza en los **Anexos I y II** de esta convocatoria.

#### **3. Requisitos básicos**

3.1 Tener nacionalidad española y tener el español como lengua materna.

3.2 Estar matriculado en la UAM, en un programa de estudios conducente a la obtención de un título oficial de grado o de posgrado en el curso académico 2018/2019. Esto es, estar cursando un programa oficial de estudios de grado o posgrado en el momento de hacer la solicitud. Los estudiantes matriculados en estudios de grado deberán estar en condiciones de obtener el Título Oficial en junio de 2019.

3.3 No haber disfrutado del Programa de Lectorados de Español como Lengua Extranjera en Eton College o en Saint Paul's School en los años anteriores.

3.4 Quedan excluidos de la presente convocatoria todos los estudiantes matriculados en la UAM a través de un programa nacional o internacional de movilidad, como estudiantes entrantes incluidos los estudiantes visitantes, así como los matriculados en títulos propios.

3.5 Todos los requisitos establecidos en esta convocatoria deberán cumplirse en el plazo indicado en el apartado 5.5 para la presentación de solicitudes.

#### **4. Perfil de las plazas, condiciones y remuneración**

4.1 Las condiciones, remuneración y perfil de las plazas de lector son las que figuran en los **Anexos I y II** de esta convocatoria.

#### **5. Solicitudes**

5.1 Los impresos de solicitud son los que figuran como **Anexos III y IV** de esta convocatoria. Estarán disponibles en el Servicio de Relaciones Internacionales y Movilidad, C/Einstein 7, Edificio Plaza Mayor, Planta Baja, de la UAM, así como en el apartado "Convocatoria para estudiantes UAM" de la dirección de internet [www.uam.es/Personal y Estudiantes/Movilidad Programas Internacionales](http://www.uam.es/Personal_y_Estudiantes/Movilidad_Programas_Internacionales).

5.2 Una vez impresa la solicitud, debidamente cumplimentada y con la firma original del solicitante, ésta se entregará por duplicado, adjuntando toda la documentación exigida, preferentemente en el Registro General de la UAM, planta baja del Rectorado, o en los registros de cada Facultad o Escuela, o se enviará por correo administrativo, así como en las demás formas previstas en el artículo 16.4 de la Ley 39/2015, de 1 de octubre, del Procedimiento Administrativo Común de las Administraciones Públicas.

No se admitirán solicitudes enviadas por fax o correo electrónico, siendo requisito imprescindible que se presenten en soporte físico en los lugares señalados en este apartado. Los solicitantes deberán indicar en el formulario su dirección de correo electrónico de la UAM, que será el medio preferente de comunicación para los asuntos relacionados con su solicitud.

5.3 El estudiante deberá rellenar el formulario de solicitud de la plaza a la que opta (Eton College y/o Saint Paul's School).

5.4 El estudiante deberá adjuntar al impreso de solicitud la siguiente documentación:

1. Fotocopia del DNI en vigor. En caso de solicitar la **plaza en St. Paul's School**, se deberá presentar también fotocopia del pasaporte en vigor.
2. Una copia del certificado oficial de estudios (sólo aquellos estudiantes que tengan en su trayectoria académica estudios realizados en otra universidad diferente de la UAM).
3. Los estudiantes de Doctorado que se encuentren en periodo de investigación, deberán entregar copia del justificante de pago de la tasa de doctorado correspondiente al presente curso académico.
4. Dos cartas de recomendación de dos profesores de la UAM. Las cartas deberán estar redactadas en español, dirigidas al centro de destino de la plaza que se solicita, fechadas, firmadas y selladas. Sólo se aceptarán documentos originales.

5. Una carta de motivación recogiendo una breve exposición de las razones de la solicitud, aficiones, valores y características personales. La carta debe estar redactada en español, dirigida al centro de destino de la plaza que se solicita, fechada y firmada. Sólo se aceptará el documento original de la carta.
6. Los impresos que figuran en el **Anexo V** (Application Form) y **Anexo VI** (Reference Request/Solicitud de Referencias), debidamente cumplimentados y firmados, si se solicita la **plaza de Eton College**. Del **Anexo VI** deberán presentarse dos referencias proporcionadas por dos personas distintas. Sólo se aceptarán documentos originales.
7. Los impresos que figuran en el **Anexo VII** (Application Form), **Anexo VIII** (Reference Form-University) y **Anexo IX** (Reference Form-Previous Employment), debidamente cumplimentados y firmados, si se solicita la **plaza de St. Paul's School**. Deberán presentarse dos referencias bien del Anexo VIII, bien del Anexo IX, o una de cada Anexo, proporcionadas por personas distintas. Sólo se aceptarán documentos originales.

La inexactitud o falsedad en las circunstancias declaradas en la solicitud darán lugar a la denegación o revocación posterior de la concesión de la plaza de lector.

5.5 El plazo de presentación de solicitudes se extenderá desde el **11 de febrero hasta el 1 de marzo de 2019**. Cualquier solicitud presentada fuera de este plazo será considerada nula de pleno derecho.

5.6 Se examinarán las solicitudes para comprobar si se reúnen los requisitos establecidos en esta convocatoria y si se aportan los documentos necesarios. Aquellas solicitudes que no reúnan los requisitos mencionados anteriormente quedarán automáticamente anuladas.

5.6 Se publicarán las listas de solicitudes nulas y de admitidos y excluidos provisionales, en el tablón de anuncios del Servicio de Relaciones Internacionales y Movilidad, planta baja del edificio Plaza Mayor de la UAM, así como, a título informativo, en la dirección de Internet indicada en el apartado 5.1, con el fin de que en el plazo de 10 días hábiles desde el día siguiente a su publicación se subsane la falta o se acompañen los documentos preceptivos. Si pasado este plazo no se hubiera producido la subsanación, se entenderá que el estudiante ha desistido de su petición y le será notificado. Tanto los casos de anulación como los de exclusión serán archivados previa resolución que deberá ser dictada en los términos del artículo 21.1 de la Ley 39/2015, del Procedimiento Administrativo Común de las Administraciones Públicas. En ambos casos, la notificación a los interesados se producirá mediante la publicación de las listas correspondientes en los lugares citados.

## **6. Proceso de selección y criterios de concesión.**

6.1 De acuerdo a lo establecido mediante convenio con Eton College y Saint Paul's School, la Universidad Autónoma de Madrid llevará a cabo una preselección entre las solicitudes definitivamente admitidas y hará llegar al Director del Departamento de español en las instituciones que ofertan ambas plazas, su propuesta de candidatos para la plaza de lector.

6.2 Dicha preselección se llevará a cabo por un Comité de Selección nombrado por la Vicerrectora de Internacionalización de la UAM, con la composición que se detalla en el **Anexo X**, conforme a los siguientes criterios:

- a. Adecuación del candidato a la plaza, de acuerdo al perfil que se detalla en **los Anexos I y II**.
- b. Valoración del expediente académico.
- c. Valoración de Curriculum Vitae.
- d. Valoración de la carta de motivación y de las cartas de recomendación.

Corresponderá a el/la Vicerrector/a de Internacionalización designar a los suplentes, en caso de que fuera necesario.

6.3 Los Directores del Departamento de español tanto en Eton College como en Saint Paul's School seleccionarán de entre los candidatos propuestos por la UAM, a aquellos a los que desean convocar a una entrevista para la selección del candidato final en cada caso.

6.4 Las entrevistas para la selección final, se llevarán a cabo por parte del Comité de Selección (al menos dos de sus miembros) y de los representantes de Eton College y St. Paul's School, según cada plaza.

6.5 Las entrevistas se llevarán a cabo en la UAM a finales de mayo aproximadamente y serán, obligatoriamente, presenciales. Los responsables de Eton College y Saint Paul's School se desplazarán a la UAM para conocer a los candidatos en persona. Aquellos estudiantes que se encuentren fuera de España cursando estudios a través de un programa de movilidad, deberán tener esto en cuenta si se presentan a la convocatoria, ya que no se contempla la posibilidad de realizar la entrevista a través de Skype, ni en fechas posteriores a las que sean fijadas y publicadas.

6.6 Los estudiantes que sean convocados a entrevista para optar a la plaza en St. Paul's School, deberán presentar el día de la entrevista la siguiente documentación:

- a. DNI y pasaporte originales, en vigor.
- b. Certificado de empadronamiento que acredite el lugar de residencia en España (dirección domicilio actual).

## **7. Adjudicación**

7.1 El listado con la adjudicación de las plazas será publicado, mediante resolución del Rectorado de la Universidad Autónoma de Madrid, en los lugares señalados en el apartado 5.6. Esta resolución pondrá fin a la vía administrativa y contra ella podrá interponerse recurso potestativo de reposición ante el Rector en el plazo de un mes desde la fecha de su publicación, o bien interponer Recurso Contencioso-Administrativo, en el plazo de dos meses a contar desde el día siguiente a su notificación, ante los Juzgados de lo Contencioso Administrativo de Madrid, de conformidad con lo dispuesto en los artículos 123 y 124 de la Ley 39/2015, de 1 de octubre, y 8 y 46.1 de la Ley 29/1998, de 13 de Julio, reguladora de la jurisdicción Contencioso-Administrativa.

7.2 Los estudiantes seleccionados deberán formalizar la aceptación de la plaza durante los 10 días naturales siguientes a la publicación de la resolución de adjudicación de las plazas.

## **8. Lista de reserva**

8.1 Junto a la adjudicación de la plaza, en el caso de que el Comité de selección lo considere necesario, podrá publicarse una lista de suplentes con el fin de cubrir las vacantes que pudieran producirse.

## **9. Renuncias**

9.1 En el caso de que se produzca la renuncia del estudiante tras la adjudicación de la plaza, ésta deberá hacerse por escrito, según el formulario que figura en el **Anexo XI** de esta convocatoria y será remitida al Servicio de Relaciones Internacionales y Movilidad de la UAM. En ella se harán constar las causas que la motivan, justificando documentalmente las causas que se aleguen.

9.2 La renuncia sin causa justificada, a juicio del Comité de Selección, así como la omisión de su comunicación, dará lugar a la exclusión del estudiante en futuros procesos de selección en cualquier programa de movilidad promovido desde el Vicerrectorado de Internacionalización de la UAM.

## **10. Obligaciones del beneficiario**

10.1 Una vez concedida y aceptada la plaza de lector, los beneficiarios deberán entregar, en el plazo que se establezca, un certificado de antecedentes penales. Así mismo, los beneficiarios estarán obligados a entregar en el Servicio de Relaciones Internacionales y Movilidad de la UAM cualquier otra documentación requerida en los plazos que se establezcan.

10.2 La presentación de la solicitud implica la aceptación de las normas fijadas en esta convocatoria, así como de los derechos y obligaciones que figuran a continuación:

- a. Incorporarse al Centro de destino en la fecha establecida, entendiéndose la falta de incorporación como renuncia a la plaza. Esta circunstancia deberá ser inmediatamente comunicada por escrito al Servicio de Relaciones Internacionales y Movilidad de la UAM.
- b. Realizar, antes de la partida al país de destino, los trámites necesarios para la obtención de los visados que se requieran para la entrada y/o estancia en los países que así lo exijan, así como realizar cualquier otro trámite administrativo requerido para la permanencia en dichos países, una vez incorporado al Centro de destino.
- c. Cumplir con aprovechamiento el programa, debiendo ajustarse a las propias normas del Centro de destino, con dedicación exclusiva a esta función.
- d. Realizar su labor en el Centro de destino, siendo necesario para cualquier suspensión de la misma o renuncia por parte del interesado, solicitar autorización previa al responsable del Centro de destino, previa comunicación del Vicerrectorado de Internacionalización de la UAM. El Centro de destino y el Vicerrectorado de Internacionalización de la UAM valorarán la justificación de la concesión de una suspensión o renuncia a la plaza.
- e. Reintegrar en caso de renuncia total o parcial, ausencia temporal o disminución del período de estancia los fondos correspondientes.

- f. Cumplimentar y presentar cualesquiera documentos oficiales que en relación con la plaza de lector le fueran requeridos por la UAM o por el Centro de destino en los plazos que en cada caso se señalen.
- g. Acreditar, en los plazos que se establezcan, la estancia efectiva y la duración de la misma, mediante la entrega en el Servicio de Relaciones Internacionales y Movilidad de la UAM del correspondiente certificado de estancia original emitido por el centro de destino, debidamente firmado y sellado. La falta de acreditación de la estancia se considerará como un incumplimiento de las obligaciones del beneficiario.
- h. Asimismo, harán entrega de la memoria de actividades realizadas y experiencia obtenida, que figura como **Anexo XII** a la presente convocatoria, debidamente cumplimentado y firmado a la finalización de la estancia en el Centro de destino.
- i. Si de la estancia en el Centro de destino derivara algún trabajo susceptible de ser publicado, el autor deberá hacer constar a la UAM.
- j. Los beneficiarios de las plazas de lector reguladas en esta convocatoria serán los únicos responsables de sus acciones, eximiendo de todo tipo de responsabilidad a la UAM en el ejercicio de acciones como consecuencia de daños causados, renunciaciones extemporáneas o cualquier otro evento que pudiera implicar reclamaciones a la UAM.
- k. En caso de incumplimiento de estas obligaciones, el/la beneficiario/a de la plaza de lector se somete a las disposiciones de las autoridades académicas de Centro de destino y de la UAM, entre las cuales puede figurar la anulación de la concesión de la plaza, la obligación de rembolsar cualesquiera fondos que en relación con la plaza hubiera recibido por parte de ambos centros y la exclusión en futuros procesos de selección en cualquier convocatoria de movilidad promovido desde el Vicerrectorado de Internacionalización de la UAM.

## **11. Disposición final**

11.1 La presente convocatoria agota la vía administrativa. Contra ella podrá interponerse recurso potestativo de reposición ante el Rector en el plazo de un mes desde la fecha de su publicación, o bien interponer Recurso Contencioso-Administrativo, en el plazo de dos meses a contar desde el día siguiente a su notificación, ante los Juzgados de lo Contencioso Administrativo de Madrid, de conformidad con lo dispuesto en los artículos 123 y 124 de la Ley 39/2015, de 1 de octubre, y 8 y 46.1 de la Ley 29/1998, de 13 de Julio, reguladora de la jurisdicción Contencioso-Administrativa.

En Madrid a 8 de febrero de 2019  
EL RECTOR

P.D. LA VICERRECTORA DE INTERNACIONALIZACIÓN  
(Resolución de 23 de marzo de 2018. BOCM nº 82, de 6 de abril de 2018)  
M<sup>a</sup> Carmen Calés Bourdet

## **PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

### **ANEXO I: PERFIL, CONDICIONES Y REMUNERACIÓN DE LA PLAZA ETON COLLEGE**

#### **1. Perfil**

1.1 Conocimientos de la sociedad y cultura española y latinoamericana.

1.2 Idiomas: No es imprescindible un dominio absoluto de la lengua inglesa, pero el candidato ha de ser capaz de mantener una conversación fluida en inglés. No se exige acreditarlo documentalmente, pero en caso de ser preseleccionado, el candidato deberá demostrar dicha capacidad durante la entrevista.

1.3 Conocimientos de ofimática, internet, y correo electrónico. Se valorarán conocimientos de herramientas 2.0.

1.4 Se valorarán entre otras competencias:

- La Competencia intercultural.
- La formación y/o experiencia en la enseñanza de español u otras lenguas extranjeras.
- La experiencia profesional o como voluntario con jóvenes entre 10 y 18 años.

1.5 Se tendrán en cuenta habilidades personales como:

- La capacidad de comunicación, de trabajo en equipo, flexibilidad, proactividad, resiliencia y la empatía.

#### **2. Condiciones**

2.1 Duración aproximada de la estancia: 1 de septiembre del 2019 al 30 de junio de 2020.

2.2 Horas por semana: aproximadamente 20 horas, de lunes viernes. El lector habrá de acudir además a la reunión de profesores que se celebra cada mañana (lunes a viernes; sábados de manera excepcional) y que tiene una duración aproximada de 15 minutos. Además, el lector deberá entregar puntualmente informes detallados de sus sesiones con los alumnos.

2.3 Vacaciones: las establecidas en el calendario del centro.

2.4 Alojamiento y manutención: el alojamiento y la comida son gratuitos. El lector alojará en una casa compartida en la que se dispondrá de dormitorio propio y estudio, con comida en la sala de profesores. Estos beneficios están sujetos a impuestos.

#### **3. Remuneración y gastos de desplazamiento**

3.1 Eton College abonará mediante contrato laboral, 15.740,00 libras esterlinas brutas, distribuidas en diez mensualidades (septiembre-junio). De esta cantidad habrá que descontar las cotizaciones a la seguridad social. Los gastos de desplazamiento hasta y desde Eton College (Reino Unido) correrán cargo del beneficiario.

## **PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

### **ANEXO II: PERFIL, CONDICIONES Y REMUNERACIÓN DE LA PLAZA SAINT PAUL'S SCHOOL**

#### **1. Perfil**

1.1 Conocimientos de la sociedad y cultura española y latinoamericana (literatura, cine, música; y sobre temas de actualidad españoles e internacionales).

1.2 Idiomas: Se requiere una base sólida en el léxico y gramática españoles. No es imprescindible un dominio absoluto de la lengua inglesa, pero el candidato ha de ser capaz de mantener una conversación fluida en inglés. No se exige acreditarlo documentalmente, pero en caso de ser preseleccionado, el candidato deberá demostrar dicha capacidad durante la entrevista.

1.3 Conocimientos de ofimática, Internet, y correo electrónico. Se valorarán conocimientos de herramientas 2.0.

1.4 Se valorarán entre otras competencias:

- La competencia intercultural.
- La formación y/o experiencia en la enseñanza de español u otras lenguas extranjeras.
- La experiencia profesional o como voluntario con jóvenes entre 10 y 18 años.

1.5 Se tendrán en cuenta habilidades personales como:

- La capacidad de comunicación, de trabajo en equipo, de flexibilidad y adaptación a nuevos entornos y culturas, proactividad, resiliencia y la empatía.

#### **2. Condiciones**

2.1 Duración aproximada de la estancia: de 1 de septiembre de 2019 a 30 de junio de 2020.

2.2 Horas por semana: aproximadamente 12 horas, de lunes a viernes.

2.3 Vacaciones: Navidad y Semana Santa de acuerdo al calendario del centro.

2.4 Alojamiento y manutención: Saint Paul's School oferta alojamiento en el campus y 3 comidas al día durante el período lectivo.

#### **3. Remuneración y gastos de desplazamiento**

3.1 Saint Paul's School abonará mediante contrato laboral, 8.818 libras esterlinas brutas, distribuidas en 20 periodos (módulos de docencia de 35 minutos) y 530 libras brutas adicionales por período extra. De estas cantidades habrá que descontar las cotizaciones a la seguridad social. Los gastos de desplazamiento hasta y desde Saint Paul's School (Reino Unido) correrán a cargo del beneficiario.



**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO III. IMPRESO DE SOLICITUD ETON COLLEGE**

**DATOS PERSONALES**

APELLIDOS.....NOMBRE.....  
.....

N.I.F..... FECHA DE NACIMIENTO.....

Dirección:.....

C.P.....

Localidad:.....Provincia:.....  
.....

Teléfono: ..... Teléfono familiar..... Teléfono móvil:  
.....

E-mail: ..... @estudiante.uam.es

**DATOS ACADÉMICOS** (marcar la opción que corresponde)

**Estudiante de grado (2018/2019)**

▪ Grado: .....

▪ Curso matriculado 2018/2019: .....

Facultad.....Finaliza los estudios de grado en junio de 2019: .....

**Estudiante de Posgrado (2018/2019)**

Máster/Programa de Doctorado.....

Facultad:.....

**CENTRO PARA LA QUE SOLICITA LA PLAZA**

**ETON COLLEGE**

Fecha: ..... de ..... de 2019

FIRMA DEL/LA SOLICITANTE:

La aceptación de la plaza por parte del beneficiario/a implica asimismo la aceptación de las normas fijadas en esta convocatoria.

**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO IV. IMPRESO DE SOLICITUD SAINT PAUL'S SCHOOL**

**DATOS PERSONALES**

APELLIDOS:.....NOMBRE:.....  
.....

N.I.F.:.....FECHA DE NACIMIENTO:.....

Dirección:.....

C.P.:.....

Localidad:.....Provincia:.....  
.....

Teléfono:..... Teléfono familiar..... Teléfono móvil:  
.....

E-mail:..... @estudiante.uam.es

**DATOS ACADÉMICOS** (marcar la opción que corresponde)

**Estudiante de grado (2018/2019)**

▪ Grado:.....

▪ Curso matriculado 2018/2019:.....

Facultad:.....Finaliza los estudios de grado en junio de 2019:.....

**Estudiante de Posgrado (2018/2019)**

Máster/Programa de Doctorado:.....

Facultad:.....

**CENTRO PARA LA QUE SOLICITA LA PLAZA**

**SAINT PAUL'S SCHOOL**

Fecha: ..... de ..... de 2019

FIRMA DEL/LA SOLICITANTE:

**La aceptación de la plaza por parte del beneficiario/a implica asimismo la aceptación de las normas fijadas en esta convocatoria.**

**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO V**



**ETON COLLEGE**

**PLEASE COMPLETE THE WHOLE FORM**

Rather than repeating information from a Curriculum Vitae (if enclosed), you may refer to your CV at the appropriate sections of this form, provided that you ensure that all information requested is supplied. If it is not, your application may not be accepted.

<b>POSITION APPLIED FOR</b>			
<b>SURNAME</b>		<b>INITIALS</b>	

**GENERAL EDUCATION:**

<b>Name of School /College</b>	<b>Dates of Attendance</b>	<b>Examinations &amp; Grades</b>	<b>Dates Achieved</b>

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**FURTHER EDUCATION AND TRAINING:**

Name of University/ College	Dates of Attendance	Examinations & Grades	Dates Achieved

**MEMBERSHIP OF PROFESSIONAL BODIES *etc*:**

Name of Professional Body	Level of Qualification	Date Achieved

**EMPLOYMENT RECORD:**

*(Begin with last or present position and omit none. This record must be complete and an explanation of any gap must be provided. Use separate additional sheet if necessary)*

Name & Address of Employer (Current/Most Recent)	Date Started	Date Left	Current/Leaving Salary
	<b>Job Title</b>		
	<b>Description of the work you do</b>		
<b>Reason for Leaving:</b>			

Name & Address of Employer	Date Started	Date Left	Leaving Salary
	<b>Job Title</b>		

	<b>Description of the work you did</b>
<b>Reason for Leaving:</b>	

<b>Name &amp; Address of Employer</b>	<b>Date Started</b>	<b>Date Left</b>	<b>Leaving Salary</b>
	<b>Job Title</b>		
	<b>Description of the work you did</b>		
<b>Reason for Leaving:</b>			

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**EMPLOYMENT RECORD (continued)**

Name & Address of Employer	Date Started	Date Left	Leaving Salary
	<b>Job Title</b>		
	<b>Description of the work you did</b>		
<b>Reason for Leaving:</b>			

Name & Address of Employer	Date Started	Date Left	Leaving Salary
	<b>Job Title</b>		
	<b>Description of the work you did</b>		

<b>Reason for Leaving:</b>	

**GENERAL INTERESTS**

<b>Details of Sports/Hobbies/Voluntary Activities</b>	
<b>Offices Held</b>	<b>Dates</b>

<p><b>Outline particular experience gained in previous jobs or in activities outside of work which you feel show your aptitudes and skills for the position applied for.</b></p>



<b>Salary Range Sought for Next Employment</b>	

**REFERENCES - One of Whom Should Be Your Most Recent Employer**

*(Please note that referees including your current employer will be contacted prior to interview unless you make a written request to the contrary.)*

*References will not be accepted from relatives or from those writing solely in the capacity of friends.*

<b>Name</b>			
<b>Address</b>			
<b>Telephone Number</b>		<b>E-mail Address</b>	
<b>How this referee is known to me</b>			

<b>Name</b>			
<b>Address</b>			
<b>Telephone Number</b>		<b>E-mail Address</b>	

<b>How this referee is known to me</b>	
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<b>Name</b>			
<b>Address</b>			
<b>Telephone Number</b>		<b>E-mail Address</b>	
<b>How this referee is known to me</b>			

#### DECLARATION

<p>I confirm that I have completed, signed and agree to be bound by the undertakings set out on the Application Coversheet.</p> <p>I confirm that the information given on this form and that given on any other document supplied is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.</p> <p>Data Protection Act 1988 – I understand that the information or data I have supplied may be processed and held on computer, and will be processed and held on personal records if I am appointed. The data may be processed by Eton College for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form I will be deemed to have given my explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.</p> <p>I confirm that any previous employer may be approached by Eton College to verify any particular experience or qualification.</p>			
<b>Signed</b>		<b>Date</b>	
<p><b>Please return your completed application to: HR Department, Eton College, Windsor, Berkshire SL4 6DJ or email to: <a href="mailto:Recruitment@etoncollege.org.uk">Recruitment@etoncollege.org.uk</a></b></p>			



**ETON COLLEGE**

<b>APPLICATION COVERSHEET</b>					
<p>Please note this coversheet is not referred to when selecting candidates for interview but includes details which must be made available in order that the College may meet the exacting standards required of employers in the education sector.</p>					
<b>Position applied for</b>					
<b>Title</b>	<b>Current Surname</b>				
	<b>All Previous Surname(s)</b>				
<b>Forenames (in full)</b>					
<b>Current address:</b>					
<p>If resident at current address for less than 5 years please provide previous addresses during this period:</p>					
<b>Telephone Numbers</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Home</b></td> <td style="width: 50%;"><b>Work</b></td> </tr> <tr> <td><b>Mobile</b></td> <td></td> </tr> </table>	<b>Home</b>	<b>Work</b>	<b>Mobile</b>	
<b>Home</b>	<b>Work</b>				
<b>Mobile</b>					

<b>E-mail</b>			
<b>Date of birth</b>		<b>National Insurance Number</b>	
<b>Are you legally eligible for employment within the UK? YES/NO</b> <b>If you have a work permit please give the expiry date</b>			
<b>Do you require any special equipment or adjustments to assist you at interview?</b>			
<b>Where did you see the vacancy advertised?</b>			
<b>Do you have any family or other connection with Eton? If yes please give details</b>			
<b><i>For teaching staff only:</i></b> <b>Do you have qualified teacher status? YES/NO</b>  <b>Are you registered with the GTC? YES/NO</b>  <b>Please supply your DfES reference number:</b>			

<p>Declaration</p> <p>I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not</p>
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named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council).

Do you have any convictions, cautions or bind-overs.      **YES/NO**

If the answer to the above is “YES”, please attach, in a sealed envelope marked confidential, details of any convictions, cautions or bind-overs.

1. Further Declarations

- 1.1. I agree that if my application is successful I shall complete a Disclosure from the Criminal Records Bureau so that an enhanced level check may be obtained by Eton College.
- 1.2. I understand that for any employment I currently hold or have held in the past, on either a paid or voluntary basis, my employer will be asked by Eton College about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether I have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Where neither my current nor previous employment has involved working with children, my current employer will still be asked about my suitability to work with children, although it may where appropriate answer not applicable if my duties have not brought me into contact with children or young persons.
- 1.3. I understand that the provision of false information is an offence and could result in the application being rejected or summary dismissal if an applicant has been selected, and possible referral to the police and/or DfES Children’s Safeguarding Operation Unit.
- 1.4. I understand and agree that Eton College may approach any previous employer for information to verify particular experience or qualifications, before interview (unless I have made a specific written request that my current employer not be contacted until after the interview).

2. Notes

- 2.1. Applications will only be accepted from candidates completing and signing the Application Coversheet and the Application Form, and who provide all the information requested.
- 2.2. Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 2.3. Candidates applying for a residential post should note that any accompanying adults resident at the College would also be subject to a background check from the Criminal Records Bureau. (Support staff applying for posts in boarding houses should be aware that many units of accommodation are suitable for single occupancy only.)

I agree to the above undertakings and certify that all entries made on this form (or on any other form or document supplied) are complete and correct to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return your completed application to: HR Department, Eton College, Windsor, Berkshire SL4 6DJ or email to: [Recruitment@etoncollege.org.uk](mailto:Recruitment@etoncollege.org.uk)**

**INVITATION TO INTERVIEW**

1. If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
2. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
3. All candidates invited to interview must also bring with them:
  - 3.1. Three documents from the following:
    - 3.1.1. a current driving licence including a photograph
    - 3.1.2. a passport
    - 3.1.3. a full birth certificate
    - 3.1.4. a utility bill
    - 3.1.5. financial statement showing the candidate's current name and address
  - 3.2. where appropriate any documentation evidencing a change of name

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

N.B. In most cases production of these documents (3.1 to 3.2 above) will enable the College to meet the requirements imposed on it by the Asylum and Immigration Act and also the proof of identity required to obtain a CRB check. However, full details of the requirements for documentary evidence will be sent to those candidates selected for interview.

**N.B.** Where a candidate is:

- found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **STATEMENT OF CONDITIONS ON EMPLOYMENT**

Please note that an offer of employment at Eton College is subject to the following conditions:

1. A pre-employment immigration check – the necessary documents that must be shown before employment may start.
2. A satisfactory report from the Criminal Record Bureau (CRB). This requires the completion and submission of a form and the production of various proofs of identity, details of which will be sent to those candidates selected for interview.
3. Employment is subject to a **satisfactory medical report** by the School Doctor (or a medical report supplied by a General Practitioner, submitted to the School Doctor and satisfactory to the School Doctor)
4. Those who handle food are also required to complete a questionnaire which forms part of the application form and to sign an agreement to report infectious diseases which is included in their Particulars of Terms of Employment.
5. References, satisfactory to Eton College, from at least two previous employers, or as otherwise requested will be taken for all short listed candidates. (In signing the application form you agree that Eton may approach any previous employer to verify any particular experience or qualification.)
6. A DfES List 99 check and the Protection of Children Act List.
7. Verification of qualifications and professional status (if appropriate).
8. Where the successful candidate has worked or been resident overseas in the previous five years, where possible, we will obtain a check of the candidate's criminal record from the relevant authority.

### **CHILD WELFARE**

It is the duty of all staff to promote and safeguard the welfare of the young people for whom they are responsible or with whom they come into contact. The School Policies outlined below give practical guidance on how this might best be achieved.

#### **Child Protection and Abuse**

All schools are required by law to have a Child Protection Policy and related procedures. Eton College's nominated Child Protection Officer is Dr. R.M. Stephenson (The Deputy Head, Lower Master) or, in his absence, the Head Master. All staff are checked by the Criminal Records Bureau before employment commences.

#### **Introduction**

All teaching, domestic, and other staff should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening.

Never imagine that abuse is impossible in a school such as Eton or that an accusation against someone whom you know well and whom you trust is bound to be unjust. Even light-hearted bullying can easily develop into physical, sexual or emotional abuse – as can idiosyncratic punishments introduced by individuals.

Members of the teaching, domestic, and other staff will be vigilant at times when, or in places where, there is a high risk of bullying or other illicit activities.

Boys often tell their friends or older boys about abuse, rather than adults: House Masters will make sure that any senior boys in positions of responsibility are familiar with these guidelines. Senior boys receive guidance from a qualified Child Protection Officer on these matters.

### **Guidance for members of staff on what to do.**

Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. If you possibly can, make brief notes of what they tell you while they are actually speaking – and keep these original notes, however rough they may be, since what you write down at the time is far more valuable than an ‘improved’ version written down subsequently. If you cannot make notes at the time, make notes of what was said as soon as possible afterwards. All such notes may help later if you have to remember exactly what was said. Do not give a guarantee that you will keep what is said confidential or secret – if you are told about abuse, you have a responsibility to tell the right people to get something done about it. If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will tell only those people who absolutely have to know. Do not ask leading questions (“Did he do X to you?”, for instance). Ask questions such as “What do you want to tell me?” or “Is there anything else you want to say?”. Contact the Lower Master (or Head Master if you cannot contact the Lower Master) immediately – do not on any account tell other adults or boys what you suspect or have been told. Discuss with the Lower Master whether any steps need to be taken to protect the person who has told you about the abuse – this may need to be discussed with that person. Never attempt to carry out an investigation yourself of suspected or alleged abuse – by interviewing the people involved, for example. The Lower Master is the person designated to take specific responsibility for child protection matters in the School under the Children Act and he knows the proper procedures.

### **Physical Contact**

Staff should never touch children, however casually, in ways or on parts of the body that may be considered indecent. If there is any physical contact it must be appropriate to the situation. For example in games coaching or music tuition it might be appropriate to demonstrate a particular technique. However, in these circumstances the member of staff must clearly indicate that this is necessary before commencing and not continue if the pupil is uncomfortable or refuses permission for such contact. Staff must bear in mind that perfectly innocent actions can be misunderstood and so may lead to allegations of misconduct.

### **Bullying**

Bullying and unkindness, whether physical or psychological, are entirely unacceptable in any school. Flagrant cases are fortunately not normal features of Eton life, but all staff should be aware that bullying – whether by physical aggression or more often by verbal taunting – can rear its head amongst boys at any time, and that patterns of bullying, once established, can easily repeat themselves, even to the extent that those who have suffered themselves may in their turn cause others to suffer. Discreet but constant vigilance is therefore essential and is a major part of welfare policy. If staff do become aware of or observe a boy being bullied it is their duty to report the details of any such incident to their Head of Department who will inform the relevant House Master. Clearly the more detail available (names of boys involved etc.) the more effective such action will be.

A copy of the Criminal Records Bureau Code of Practice is available to applicants upon request.

### **Policy on the Recruitment of Ex-Offenders & Security of Disclosure Information**

#### **1. The Requirement for Criminal Record Checks by the School**

Eton College is a Registered Body with the Criminal Records Bureau for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to Eton College to ensure so far as possible that those who take up appointments do not pose a risk to the children in its care. It is therefore important for the School to apply for and review the past criminal records of any successful applicants for



positions, before making a formal offer of appointment. The School considers it also essential that the confidential and personal Disclosure information from the Criminal Records Bureau is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the School. Candidates are selected for interview based on their skills, qualifications and experience: Eton College actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

## **2. Reason for requiring Disclosure**

An Enhanced Disclosure will only be requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where an Enhanced Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that an Enhanced Disclosure will be requested in the event of the individual being offered the position.

## **3. Enhanced Disclosure**

An Enhanced Disclosure is necessary for posts involving contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people. The Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the Rehabilitation of Offenders Act), details of any cautions, reprimands or warnings held on the police national computer and may contain information that is held locally by police..

## **4. Application Procedure**

Applicants will be required to provide proof of their identity to the School, including a birth certificate, one item of photographic evidence (such as a passport), plus at least one item of address-related evidence (such as a utility bill). Where an applicant has changed his/her name by deed poll or for other reasons (e.g. marriage, adoption) the School will require evidence of this change of name. The CRB Application Form will be completed and signed by the applicant for the position and countersigned by a registered person at the School.

Where a Disclosure is to form part of the recruitment process, we encourage all Applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Eton College. This information will only be seen by those who need to see it as part of the recruitment process.

## **5. Consideration of Disclosure Information by the School**

On receipt of Disclosure from the Criminal Records Bureau the School shall consider the following:

- i. Whether the conviction or other information disclosed is relevant to the position in question.
- ii. The seriousness of the offence or other matter revealed.
- iii. The length of time since the offence or other matter occurred.
- iv. Whether the applicant has a pattern of offending behaviour or other relevant matters.
- v. Whether the applicant’s circumstances have changed since the offending behaviour or the other relevant matters.
- vi. The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

We ensure that all those in Eton College who are involved in the recruitment process have received guidance in identifying and assessing the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

## **6. Criminal Records Bureau Code of Practice**

The School agrees to comply with the provisions of the Criminal Records Bureau Code of Practice, a copy of which is attached to this Policy.

#### **7. Security of Disclosure Information**

Given the confidential nature of the Disclosure information, the School will ensure that it is stored securely. Documents will be locked away separately from personal files, with restricted access limited to senior members of staff involved in the recruitment. Once a recruitment decision has been made, the School will not retain the Disclosure information for any longer than necessary, which shall normally be less than 6 months. All disclosure information will be destroyed by secure methods (such as shredding or burning). For further details, please refer to the School's "Security Policy for Handling Disclosure Information".

#### **8. Consequences of failure to reveal information**

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or the termination of the employment if it has commenced.

### **Security Policy for Handling Disclosure Information Received from the Criminal Records Bureau**

#### **1. Security of Access**

- i. in accordance with s.124 of the Police Act 1997, Disclosure information will only be accessed by those authorised to receive it in the course of their duties. The subject of the Disclosure information will be given details of the names of those who have access to it.
- ii. We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **2. Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### **3. Storage**

- i. All recipients of Disclosure information will store all confidential documents issued by the CRB in secure conditions. Documents will be locked in non-portable storage containers.
- ii. Keys for such storage units will be restricted to those named individuals who have access to the Disclosure information and who are engaged in the recruitment.

#### **4. Retention of Disclosure Information**

- i. Once a recruitment decision has been made, the School will not retain the Disclosure information or any associated correspondence for any longer than is necessary. In general, this will not exceed 6 months from the date of the formal offer of appointment being made to the applicant.

- ii. In the event of any dispute with the applicant over the content of the Disclosure information, the documents may need to be retained for a longer period, but in general this should not be longer than 6 months after resolution of the dispute.
- iii. If, in exceptional circumstances, it is considered necessary to retain Disclosure information for a longer period, the CRB will be consulted by the School for their agreement to this.

**5. Destruction of Disclosure Information**

i. The School will destroy Disclosure information by suitably secure means, such as shredding, pulping or burning. The Disclosure information will not be stored in any insecure receptacle whilst awaiting destruction (such as a waste bin or waste sack).

ii. The School will not retain any photocopies or other notes of the Disclosure information, save for:

- retaining details of the date of a Disclosure;
- the name of the subject;
- the type of Disclosure;
- the position in question;
- the unique number issued by the CRB to the Disclosure; and
- the recruitment decision that was taken.

**6. Missing Disclosure Information**

If Disclosure information is lost, the School will inform the CRB and the subject of the information as

**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO VI**

**Eton College Reference Request Form / Eton College**  
**Solicitud de Referencias**



Eton College  
 The Bursary  
 Windsor  
 SL4 6DJ

Name: Nombre del Candidato	
Position applied for: Puesto solicitado	Spanish Language Assistant Asistente de Español Lengua Extranjera
Interview Date: Fecha de entrevista	

**Details of Applicant/ Datos del Candidato**

How long have you known the candidate and in what capacity? ¿Desde cuándo conoce al candidato y en qué área de estudios ?		
Please confirm the dates when the candidate attended the school/college/university Por favor confirme las fechas en las que el candidato cursó estudios en colegio/instituto/universidad	From: De	To: A
What courses did the candidate study? ¿Qué asignaturas cursó?		

**Performance and Experience/Experiencia y Rendimiento**  
 Please write your comments or tick the boxes as appropriate  
 Por favor escriba los comentarios que estime necesarios, o bien, marque las casillas.

	Excellent Excelente	Very Good Muy bien	Good Bien	Average Promedio/Suficiente	Poor Pobre
Honesty Honestidad					
Time Keeping Gestión del tiempo					
Integrity					

Integridad					
Ability Habilidad					
Relationships with staff Relación con el personal					
Contact with young people Trato con jóvenes					
Personality Personalidad					
Appearance Apariencia					
<p>Do you consider the candidate to be suitable for this post? Please set out your reasons? ¿Considera al candidato idóneo para este puesto? Por favor, exponga sus razones.</p>					

### Suitability to work with children / Idoneidad para trabajar con niños

<p>Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current? ¿Ha sido el candidato objeto de algún procedimiento disciplinario que continúe vigente?</p>	<p><b>YES / NO</b></p> <p>If "YES" please give details in comments box En caso afirmativo por favor comente los detalles en la casilla.</p>
<p>Has this candidate ever been the subject of disciplinary action involving issues relating to the safety and welfare of children or young people (i.e. including any sanctions that have expired)? ¿Se ha visto el candidato alguna vez envuelto en algún procedimiento disciplinario que implique la seguridad y bienestar de niños y adolescentes? (se deberán incluir sanciones que hayan expirado).</p>	<p><b>YES / NO</b></p> <p>If "YES" please give details in comments box En caso afirmativo por favor comente los detalles en la casilla.</p>

<p>Have there ever been any allegations or concerns that have been raised about the applicant that relate to the safety or welfare of children or young people or behaviour towards children or young people? ¿Ha habido alguna vez acusaciones o dudas respecto al candidato relacionadas con la seguridad y bienestar de menores?</p>	<p><b>YES / NO</b></p> <p>If "YES" please give details in comments box En caso afirmativo, por favor comente los detalles en la casilla.</p>
<p>Do you have any concerns regarding the candidate's physical and mental fitness to work in a school environment? ¿Tiene alguna duda en cuanto a las aptitudes físicas y mentales del candidato para trabajar en entornos escolares?</p>	<p><b>YES / NO</b></p> <p>If "YES" please give details in comments box En caso afirmativo por favor comente los detalles en la casilla.</p>
<p>Are you completely satisfied that the candidate is suitable to work with children? ¿Está completamente de acuerdo en que el candidato es una persona adecuada para trabajar con niños?</p>	<p><b>YES / NO</b></p> <p>If "NO" please set out the reasons that the candidate might not be suitable in the comments box Si su respuesta es negativa favor exponga los detalles/razones por las que considera al candidato inadecuado.</p>
<p>Comments about and explanation of, the answers given to questions one to five, if appropriate. Comente y explique las respuestas dadas en las preguntas de 1 a 5, en caso de considerarlo necesario.</p>	

Please could you provide a contact telephone number as under required recruitment standards we are obliged to verify verbally all written references for applicants:

Es necesario proporcionar un teléfono de contacto. Debido a los requisitos estipulados de contratación, se exige la verificación verbal en todas las referencias anteriormente escritas.

Please add any further comment that you feel may help us:

Utilice este espacio para cualquier otro comentario que considere necesario.

Signed: **Firmado:**

Date: **Fecha:**

Print Name: **Nombre:**

Telephone Number: **Número de teléfono**

Position: **Cargo:**

*Under the duties and responsibilities of the Children Act 1989, the College is required to remind all referees that there should be no material misstatement or omission relevant to the suitability of the applicant.*

*Bajo las obligaciones y responsabilidades de la ley "Children act 1989"; se exige a la institución recordar a todo el que recomienda que no deberá haber ningún error u omisión relevante en cuanto a la idoneidad del candidato.*

**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO VII**



ST PAUL'S SCHOOL  
Est.1509

**SAFEGUARDING FORM**

**(FOREIGN LANGUAGE ASSISTANT)**

*The purpose of the form is to satisfy the Keeping Children Safe in Education (KCSIE) requirement for the School to gain a comprehensive work history and references for staff in unsupervised and/or regulated activity (as set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012).*

Section 1: Personal details				
Title:	Forenames:	Surname:		
Preferred name:		Date of birth:		
Previous name (if applicable):				
Address:		Telephone number(s)		
		Home:		
		Work:		
		Mobile:		
		Email address:		
Do you have the right to work in the UK?		Yes	<input type="checkbox"/>	No
If not a UK passport holder please provide details of your right to work in the UK:				<input type="checkbox"/>



## Section 2: Education

Please start with most recent, including all Secondary Schools and Universities attended and details of all post 16 qualifications (full and part-time).

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body

## Section 3: Current / Most Recent Employment

Current / most recent employer/client:

Current / most recent employer's/client's address:

Current / most recent job title:

Brief description of responsibilities:

Date started:

Date-ended  
(if applicable):

Salary/ day rate:

**Section 4: Previous employment and / or activities since leaving secondary education**

Please continue on a separate sheet if necessary

Dates (month and year)		Name and address of employer/client	Position held and / or duties	Reason for leaving
From	To			

**Section 5: Gaps in your employment**

As part of our Safer Recruitment Procedures you are required to account for any gaps in your education or employment history. Please give details and dates (in chronological order) of any gap, clarifying how this time was spent eg looking after children, sabbatical year etc.

### Section 6: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent place of education or employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School reserves the right to take up references from any previous employer.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Email Address:	Email Address:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Relationship to you:	Relationship to you:

### Section 8: Sanctions, Restrictions and Prohibitions

Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you, or have you ever been, the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If answering "Yes" to any of the questions in Section 9 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.</p>		

Section 9: Criminal record		
<p>Any engagement with the School will be conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (<b>DBS</b>) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ or engage anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. Prior to starting your contract you will be required to complete an online DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.</p> <p>The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 of this form). If you have a criminal record this will not automatically debar you from carrying out work for the School. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's Safer Recruitment Policy.</p> <p>It is a condition of your engagement with the School that you answer the questions below. Before doing so please read and understand: <a href="https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check">https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check</a></p>		
<p>Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or another country?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Is there any relevant court action pending against you?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with this form.</p>		

**Section 10: Declaration**

I confirm that the information I have given on this safeguarding form is true and correct to the best of my knowledge.

I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.

I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.

I understand that providing false information is an offence which could result in my engagement with the School being terminated may amount to a criminal offence.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary for safeguarding purposes.

I consent to the School making direct contact with the people specified as my referees to verify the reference.

**Signed:**

.....

**Date:**

.....

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO VIII**



ST PAUL'S SCHOOL  
Est.1509

**Reference request – Place of Education**

**Name of Applicant:**

**Name of Referee:**

This reference request form is to be used only when requesting a reference from an applicant's place of education (e.g. School, College or University). Not to be used for current or former employers.

Part A					
What is the name of your organisation?					
What position do you hold?					
How do you know the Applicant?					
How long have you known the Applicant?					
Please rate the Applicant against the following criteria: (please continue on separate sheet if required)					
	<b>Needs substantial development</b>	<b>Needs development</b>	<b>Acceptable</b>	<b>Strong</b>	<b>Outstanding</b>
Attitude to work					
Attendance					
Reliability					
Communication					
Are you satisfied that the Applicant has the ability and is suitable to undertake the role?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Part A**

If not, please give specific reasons for your concerns.

--

Are you completely satisfied that the Applicant is suitable to work with children?

Yes

No

If not, please give specific reasons for your concerns.

--

Are you completely satisfied that the Applicant is not involved in "extremism" being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.

Yes

No

If, not, please give specific reasons for your concerns.

--

Please include any other information which you consider may be relevant to the Applicant's application?

--

The School's Safer Recruitment Policy requires us to verbally verify references for all staff who start work after 1 September 2016. Please provide a phone number and details of the most convenient times for us to call. It usually takes under 5 minutes to verbally verify a reference.

--

**Signed**

**Name and position**

**Dated**

**Counter signature (where relevant)**


Part A	
<b>Name and position</b>	
<b>Dated</b>	



**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA**  
**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO IX. FORMULARIO DE RENUNCIA A LA PLAZA DE LECTOR**

**DATOS DEL ESTUDIANTE**

Curso académico	2018/2019
Nombre	
NIF, NIE o pasaporte	
Facultad o Escuela en la UAM	
Centro de destino	
País	

**MOTIVOS DE LA RENUNCIA**

--

Fecha:

Firma \_\_\_\_\_

**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO X. COMPOSICIÓN DEL COMITÉ DE SELECCIÓN**

**A. ETON COLLEGE**

El Comité de Selección para la plaza de lector en Eton College estará integrado por:

- La Vicerrectora de Internacionalización o persona en quien delegue.
- La Vicedecana de Relaciones Internacionales de la Facultad de Filosofía y Letras.
- La tutora del Convenio con Eton College.

**B. ST. PAUL'S SCHOOL**

El Comité de selección para la plaza de lector en Saint Paul's School estará integrado por:

- La Vicerrectora de Relaciones Internacionalización o persona en quien delegue.
- La Vicedecana de Relaciones Internacionales de la Facultad de Filosofía y Letras.
- La tutora del Convenio con Saint Paul's School.

**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO XI. FORMULARIO DE RENUNCIA A LA PLAZA DE LECTOR**

**DATOS DEL ESTUDIANTE**

Curso académico	2018/2019
Nombre	
NIF, NIE o pasaporte	
Facultad o Escuela en la UAM	
Centro de destino	
País	

**MOTIVOS DE LA RENUNCIA**

--

Fecha:

Firma \_\_\_\_\_

**PROGRAMA DE LECTORADOS DE ESPAÑOL COMO LENGUA EXTRANJERA 2019/2020**

**ANEXO XII. MEMORIA DE ACTIVADES**

**Nombre y apellidos:** .....

**Centro de destino:** .....

**Fecha:** .....

**Firma :**

**Descripción de las actividades desarrolladas en el centro de destino**

**Comentarios sobre los aspectos positivos y/o las dificultades encontradas**

Por favor, evalúe la calidad del período de movilidad en una escala de 1 a 5, en la que 1=pobre o negativo, 5=excelente.

- Juicio de los resultados académicos y/o profesionales de su estancia:
- Juicio de los resultados culturales y sociales de su estancia:
- Evaluación general de la estancia:

**Sugerencias para mejorar el programa de movilidad**