



Intensive School of English and Business Communication
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Statutory requirements

Although ISE Brighton normally provides courses for adults, it is always possible that for one good reason or another students under the age of eighteen may be accepted. ISE Hove, where you may be required to teach for ISE Language Ltd, routinely delivers courses for Juniors especially during the Summer. Because of this, a number of statutory requirements apply.

1. We must inform you that references will be taken up before a final offer of employment can be made.
2. You will need (at interview or as soon as possible afterwards) to bring proof of your identity.
3. You will need (at interview or as soon as possible afterwards) to bring the originals of your academic qualifications.
4. You are asked to supply a C.V. (resume) and to explain any periods of time that are not accounted for on it.
5. We will, when making reference requests, specifically ask whether there is any reason known to the referee why you should not be employed in situations where you have responsibility for or substantial access to persons under 18.
6. We must inform you that appropriate Disclosure and Barring Service (DBS) disclosure may be required prior to confirmation of employment.
7. Any offer of employment is conditional on the satisfactory receipt of references, DBS return and acceptance of and compliance to all school policies and procedures. ISE reserve the right to withdraw and offer of employment, or terminate any contract of employment, with immediate effect should any of these items fall below the standards required by the school, at the absolute discretion of the Directors.