

## TEACHER APPLICATION FORM

Please complete this form and return with a current photo by email

### 1. PERSONAL DETAILS

<b>Name</b>	<input style="width: 100%;" type="text"/>		<b>PHOTO</b>
<b>Surname</b>	<input style="width: 100%;" type="text"/>		
<b>Home address</b>	<input style="width: 100%;" type="text"/>		
<b>Contact address</b>	<input style="width: 100%;" type="text"/>		
<b>E-mail</b>	<input style="width: 80%;" type="text"/>	<b>Marital status</b>	<input style="width: 100%;" type="text"/>
<b>Nationality</b>	<input style="width: 80%;" type="text"/>	<b>Mother tongue</b>	<input style="width: 100%;" type="text"/>
<b>Date of birth</b>	<input style="width: 60%;" type="text"/>	<b>Place of birth</b>	<input style="width: 100%;" type="text"/>
<b>Tel. (+country code) Home:</b>	<input style="width: 60%;" type="text"/>	<b>Mobile:</b>	<input style="width: 100%;" type="text"/>
<b>Best time to contact</b>	<input style="width: 60%;" type="text"/>	<b>Have you worked in Spain before ?</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>NIE number:</b>	<input style="width: 60%;" type="text"/>	<b>Social Security (NHS) number:</b>	<input style="width: 100%;" type="text"/>

### 2. EDUCATIONAL BACKGROUND

**University degree**

**TEFL qualifications**     DELTA     Grade     CELTA     Grade  
 TRINITY     Grade     OTHER ...     Grade

**Where and when did you take your TEFL certificate ?**

Other qualifications

Institution	Courses	Starting Date	Finishing Date	Qualification/Mark

Have you used an interactive whiteboard ?     Yes     No

### 3. EMPLOYMENT HISTORY

Present job title		Date of Commencement	
Name of Company			

Duties			
Sizes of class		Ages	
Levels			

Previous TEFL Experience	Organisation/Institution	From-To	Nationalities, size of class, ages, etc

Non-TEFL experience			
---------------------	--	--	--

Please give details of any gaps in your work history
--

Hobbies/ Interests	
--------------------	--

Languages	Spoken Level	Written Level

Have you taught.....?	YES	NO	Age from	COURSE BOOKS USED	LEVEL
Children					
Teenagers					
Adults					

Lists other materials you use to supplement your teaching					
---	--	--	--	--	--

<b>OTHER TEACHING EXPERIENCE</b>	
1. Director of Studies/Senior teacher	
2. Teacher Trainer	
3. Running Seminars	
4. Other (special responsibilities) eg. Running a library	

**STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please use this space to highlight your personal attributes and the reason/s why you are applying for this post.

**4. EXAMINATIONS**

Do you have experience of preparing students for the following EFL examinations ?

Cambridge: **KET**  **PET**  **FCE**  **CAE**  **CPE**

Trinity College: **GESE ORAL EXAMS 1-12**  **ISE EXAMS**

**5. GENERAL HEALTH**

State of health	Please indicate any health problems that we should be informed about eg: epilepsy
	The Disability Discrimination Act defines a disabled person as a "person" who has or has had in the past a physical or medial impairment which had a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. Under this definition, do you consider yourself disabled ? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
	How many working days have you lost through illness in the last two years ?

## 6. EMPLOYMENT CHECKS

As this post involves working directly with children or young people, you are required to declare whether you have any convictions, cautions or criminal bind overs including those which are "spent". It is a criminal offence to apply for or accept a position working with children if you are excluded from such work by virtue of a court order or exclusion by the Department for Education and Skills (DfES) or the Department of Health (DoH).

		<u>YES</u>	<u>NO</u>
1.	Have you ever been convicted of any criminal offences or been officially cautioned, warned or reprimanded in relation to any such offence ?		
2.	Are you included in any list of people barred from working with children by the British Department for Education and Skills (DfES) or the Department of Health (DoH) or the General Teaching Council ?		
3.	Have you ever been convicted of any other criminal offence ? Please state the nature of the offence.		

Date available for work
How did you hear about El Centro de Inglés ?
Can you provide a CBR Check / Disclosure form?

In accordance with the Spanish Data Protection Act (15/1999) concerning de Protection of Personal Data, we inform you that the data you provide by completing this application form and/or submitting your curriculum vitae, will be included in the database of EL CENTRO DE INGLES, located at the following address: C/ Caldereros, 7 bajo, 2374 Andújar, Jaén, Spain, in order to select candidates for employment within the aforementioned company. Your personal data may also be passed on to our sister company ECI IDIOMAS BAILEN, S.L. located at the following address: C/ Garcitas, 9, 23710, Bailén, Jaén, Spain for the same purposes.

You have the right to access, cancel or amend the said details by writing to the above address, enclosing a photocopy of a document which proves your identity.

<b>Signed</b>	<b>Date</b>
---------------	-------------

## 7. ADDITIONAL INFORMATION

### REFERENCES:

#### **Current Employer**

Name:			
Company:			
Address:			
Telephone number:		Fax:	
Contact hours:			
E-mail:			
Dates of employment:		Reason for leaving:	
Can we contact this company for a reference ? <input type="checkbox"/> yes <input type="checkbox"/> no			

**Recent Employer**

Name:			
Relationship:			
Address:			
Telephone number:		Fax:	
Contact hours:			
E-mail:			
Dates of employment:		Reason for leaving:	
Can we contact this company for a reference ? <input type="checkbox"/> yes <input type="checkbox"/> no			

**Character reference referee**

Name:			
Company:			
Address:			
Telephone number:		Fax:	
Contact hours:			
E-mail:			
Dates of employment:		Reason for leaving:	
Can we contact this person for a reference ? <input type="checkbox"/> yes <input type="checkbox"/> no			

If you would prefer us to check references after the interview stage, please indicate here.