

TEACHER APPLICATION FORM

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

1. PERSONAL DETAILS

Name		Surname	
Home Address		Contact Address	
E-mail		Marital Status	
Nationality		Date of Birth	
Place of Birth		Tel. (+country code)	
Skype Name		Best time to contact	
Have you worked in Spain before? YES/NO			
Spanish NIE number		Spanish Social Security number	

2. EDUCATIONAL BACKGROUND

University degree/Higher Education Certificate

Name of university/college/institution

Qualifications	Grade	Date	Qualifications	Grade	Date
CELTA			DELTA		
Trinity Certificate			Trinity Diploma		
Other EFL qualifications Which?			PGCE		

Did it involve classroom teaching experience? Yes No

How many hours?

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 EFL Experience	Organisation/Institution	Start/finish dates	Nationalities, size of class, ages, etc
Non-EFL experience			
Please give details of any gaps in your work history			

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					

OTHER TEACHING EXPERIENCE			
1. Director of Studies/Senior teacher		2. Teacher Trainer	
3. Running Seminars		4. Other special responsibilities	

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 teaching students preparing for the following examinations?

KET	<input type="checkbox"/>	PET	<input type="checkbox"/>	FCE	<input type="checkbox"/>	CAE	<input type="checkbox"/>	CPE	<input type="checkbox"/>	Trinity	ISE <input type="checkbox"/>
											GESE <input type="checkbox"/>

Date available for work:

How did you hear about El Centro de Inglés?

Since this position involves working with minors, do you have/are you able to provide an ICPC (International Child Protection Certificate) and/or a Spanish "certificado de penales"?

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 ECI IDIOMAS BAILÉN, S.L. , located at the following address: C/ Las Garcitas, 9 - bajo, 23710 Bailén, 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 EL CENTRO DE INGLÉS, S. L. located at the following address: C/ Caldereros, 7 – bajo, 23740, Andújar, 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.

Signed

Date

5. ADDITIONAL INFORMATION

Current Employer

Company:			
Names of contact:			
Position:			
Address:			
Telephone number:		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:			
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:			
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.