 SHANE ENGLISH SCHOOL JAPAN

APPLICATION FORM FOR PART-TIME TEACHERS - CONFIDENTIAL

Please ensure that all sections are completed accurately and fully.

FULL NAME

(First name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Middle name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please call me (if different from above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEL NO.

EMAIL ADDRESS:

HOME TRAIN STATION

Station: Line:

Do you live over 2 km from your nearest home station? Y / N

DATE OF BIRTH: NATIONALITY:

VISA DETAILS

Visa type: Date of Expiry:

Were you recommended to us by an existing Shane teacher? Y / N

Who?

Have you applied to Shane English School Japan before? Y / N.

When?

TEFL Qualification (please tick as relevant):

Cambridge CELTA

Trinity TESOL

TESOL Other

Online course

None

Teaching Experience (Please highlight as relevant)

Children 2 to 4 yrs old Adult Beginner/Elementary

 4 to 6 yrs old Intermediate

 6 to 9 yrs old Advanced

 9 to 12 yrs old Business

 Teenagers Exam: IELTS/TOEIC/TOEFL

 Other: Other:

EFL EXPERIENCE (most recent first)

Employer and location

Duties (teaching and other)

Dates

Reasons for leaving

Employer and location

Duties (teaching and other)

Dates

Reasons for leaving

Employer and location

Duties (teaching and other)

Dates

Reasons for leaving

Do you have a history of health problems or take any prescribed regular medication?

Please give details.

Do you have any commitments which may affect your scheduling availability over the next 6 months?

Availability (please circle or highlight): Full Days: M T W Th F Sat Sun

 Evenings (from 5pm): M T W Th F

When do you ideally wish to start from?

Do you have any criminal convictions? If yes, please give details:

Have you read the Introduction to SES for part-time teachers? Y / N

REFEREE **PROFESSIONAL**

Name:

Company:

Relationship to you (e.g. My supervisor etc):

Telephone:

Work e-mail address:

SIGNATURE:

DATE:

*Thank you for taking the time to complete this application form*