**SHANE ENGLISH SCHOOL JAPAN**

APPLICATION FORM FOR PART-TIME for Corporate & Kindergarten Trainers - CONFIDENTIAL

Please ensure that all sections are completed accurately and neatly.

FULL NAME (as it appears on your passport)

CURRENT ADDRESS (if different)

 Tel No.

 SKYPE

 Daytime Tel No.

 e-mail address:

Best method of contact (please circle) post telephone e-mail

HOME TRAIN STATION

Station: Line:

DATE OF BIRTH MARITAL STATUS DEPENDENTS

PLACE OF BIRTH NATIONALITY

PASSPORT DETAILS

Passport number: Date of Issue:

Issuing authority: Date of Expiry:

VISA DETAILS

Visa type: Date of Expiry:

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

How did you hear of this vacancy? Either bold or tick options, or write below: Metropolis Magazine,

Website (website address: ), Ex-Employee, Referred by Friend/Acquaintance, Newspaper (name of newspaper: ), Other:

Have you applied to Shane English School or Saxoncourt Recruitment before?

ACADEMIC HISTORY

Further education

University/College name Location Dates Attended

Degree title (BA, BSc, MA etc) Subject studied

TEFL Qualification (please tick relevant governing body):

Cambridge CELTA

Trinity TESOL

Certificate IV / equivalent

School/college (TEFL course) Location Grade Dates of Course (F/T, P/T)

CURRENT EMPLOYMENT

Teaching Experience (please tick)

Children: PG up to 4 yrs old Adults: Beginner/Elementary

 KG up to 6 yrs old Intermediate

 Up to 9 yrs old Advanced

 Up to 12 yrs old Business

 Teenagers Exam: IELTS/TOEIC/TOEFL/BULATS

RELEVANT EFL EXPERIENCE (most recent first)

Employer and location Duties (teaching and other) Dates Reasons for leaving

OTHER WORK EXPERIENCE

Employer & Location Job Title & Duties Dates

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

Do you have any commitments in your home country? If yes, please give details (please include any pre-arranged holidays, family events etc over the next year)

Availability

LOCATION (please tick)

North Tokyo Kanagawa Nagoya

South Tokyo Chiba Kyushu

East Tokyo Saitama Osaka

West Tokyo Kobe

Day Time M T W T F S S

Evening only M T W T F No Evenings in the Weekend

Earliest date available to start:

SIGNATURE

DATE