

Teacher Training Centre
CLIC International House
Méndez Núñez 7
41001 Sevilla
Spain
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e-mail: training@clic.es

Name _____ Date of Application _____

APPLICATION FORM FOR TEFL MANAGEMENT COURSE

Please complete this form and e-mail it to training@clic.es or send it by fax to the address above.

I wish to apply for the **International House Seville /ACEIA TEFL Management Course**

1. PERSONAL DETAILS

Surname (Mr/Mrs/Miss/Ms)

First Name(s) Nationality

Date and Place of Birth First Language
.....

Present Address

.....

Postcode Tel: Fax: e-mail:

Present Occupation

Work Telephone Number General Health
.....

2. EDUCATION

Please list your main general education qualifications.

Secondary School Qualifications

.....

Higher Education

.....

Other relevant qualifications

.....

INTERNATIONAL HOUSE SEVILLE TEACHER TRAINING

A MEMBER OF THE INTERNATIONAL HOUSE WORLD ORGANISATION



Do you speak Spanish? (please indicate level of proficiency)

.....
.....

3. ELT TRAINING/EXPERIENCE

a. What formal training do you have as an ELT teacher ?

Title of Award and Institution where taken	Length of course	Dates	Grade

b. How long have you been teaching? _____

Please list details of your English Language Teaching experience. You may attach an extra sheet if you wish.

Country and Institution	Dates	Age ranges	Levels/specialist courses

c. Please give details of any positions of responsibility that you may have held (eg. senior teacher, DOS at summer school, ADOS, etc)

d. What other ELT experience do you have (e.g giving/attending talks, seminars, etc) ?



4. REASONS FOR APPLICATION

Please write a brief statement of why you want to follow the course.

5. REFEREES

Please give the names, email addresses and telephone numbers of two referees who would be prepared to give relevant support to this application. Indicate in what context they know you.

1)

2)

How did you hear about the courses ?

.....

Signature Date

IMPORTANT Please note that a place cannot be reserved for you on a course until you have passed the selection process and the fee has been paid.

INTERNATIONAL HOUSE TEACHER TRAINING

SEVILLE

Name _____

PRE-INTERVIEW TASK

TEFL MANAGEMENT COURSE

Please complete these tasks and keep a copy for yourself. We will contact you about a short, informal interview before confirming your place on the course.

The following management roles are included on the course:

- ❖ The Director of Studies/Children's Co-ordinator and **the students**

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- ❖ The Director of Studies/Children's Co-ordinator / Senior teacher and the **teachers**
- ❖ The Director of Studies/Children's Co-ordinator and the **parents / authorities**
- ❖ The Director of Studies/Children's Co-ordinator and **administration / management**
- ❖ The TEFL Managers and **Organisational Bodies (exam boards, affiliation bodies, etc)**

1. Please choose one of the areas above and:

- ❖ outline what you feel are the **key aspects of the DoS or children co-ordinator's role.**
- ❖ Identify **3 challenges** which are involved
- ❖ Offer **possible solutions.**

(500 words)

2. Write a **profile** of a **good DoS**. What **characteristics** and **qualities** does the DoS display? Why are they effective in their role?

(200 words)