**SECTION A: ABOUT YOU**

1. SURNAME

2. GIVEN NAME(S)

3. PREFERRED NAME if different from above

3. DATE OF BIRTH

4. PLACE OF BIRTH

5. NATIONALITY

6. ADDRESS

7. HOME PHONE NUMBER

8. MOBILE PHONE NUMBER

9. EMAIL ADDRESS

**SECTION B: ABOUT YOUR EDUCATION**

11. SECONDARY EDUCATION (Please indicate which post-primary school(s) you attended, and give details of exams taken and grades)

12. FURTHER/HIGHER EDUCATION (Please indicate which institution(s) you attended, and give details of qualifications obtained and any exams taken and grades)

13. ANY OTHER EDUCATIONAL EXPERIENCES

**SECTION C: ABOUT YOUR LANGUAGE ABILITY**

Please note that it is an advantage, but by no means necessary to speak other languages to take CELTA

14. WHAT IS YOUR FIRST LANGUAGE (MOTHER TONGUE)?

15. WHAT OTHER LANGUAGES DO YOU KNOW? Please provide details of your ability to speak, understand, read and write these languages, and any exams taken.

16. HOW WOULD YOU RATE YOUR OWN ENGLISH LANGUAGE SKILLS?

**SECTION D: ABOUT YOUR WORK EXPERIENCE**

17. CURRENT OCCUPATION

18. WORK EXPERIENCE (Please give details, including employers and dates)

19. HAVE YOU ANY TEACHING EXPERIENCE? (FORMAL OR INFORMAL) Please give details

**SECTION E: OTHER INFORMATION**

20. DO YOU HAVE A DISABILITY OR OTHER CONDITION AFFECTING YOUR ABILITY

TO TRAIN AS A TEACHER? If so, please detail any reasonable adjustments that we

can make in order to make it easier for you to attend the course.

21. ANY OTHER INFORMATION YOU THINK IS RELEVANT

22. DO YOU REQUIRE OTHER SERVICES?

Airport pick-up      Accommodation      Other

23. WHERE DID YOU HEAR ABOUT CELTA AT FOYLE LANGUAGE SCHOOL?

Newspaper (which?)

Online

Agent (who?)

Word of mouth

Other (please specify)

24. IF YOU HAVE A PROMOTIONAL CODE FOR THE COURSE, ENTER IT HERE:

**DO NOT SEND THIS APPLICTION FORM YET!**

First, please complete the Pre-Interview tasks.

Take your time over this. It is not a test. You should use any resources available to you including public libraries and the Internet. Then, send this form together with the Pre-Interview tasks and two passport size photos, either by post to Teacher Training Department, Foyle International, 17-21 Magazine Street, Derry, Northern Ireland, BT48 6HH, or alternatively by email to kelley@foyle.eu (please email a suitable photo).

**TERMS AND CONDITIONS - GENERAL**

1. Deposits are non-refundable.

2. You must pay the balance of your course fees no later than 4 weeks before your course begins.

Otherwise, you may be placed on a reserve list and risk losing your place. We will make other arrangements for you if yours is a late booking or your interview date is within 4 weeks of the start of your course.

4. Please note that there are no refunds if you leave the course once it has started. However, in

the case of extreme or unavoidable circumstances such as serious illness, we may allow you to join a later course upon payment of a second course deposit (£250). It will be at the College’s absolute discretion to deem whether or not the circumstances were extreme or unavoidable. The date for joining a later course would be mutually agreed between you and Foyle Language School. Courses may only be deferred once.

5. Foyle International cannot be held liable for any losses to trainees other than those covered

by its public liability insurance. Trainees taking courses outside their home country are strongly advised to take medical / personal effects /cancellation, etc. insurance to cover themselves. Trainees should not purchase their flight tickets (if applicable) for courses until email confirmation is sent that the course will run with sufficient numbers.

6. Your course fees cover the following: Registration Fee, CELTA course training; Cambridge

Examination Fee; use of the College Library & study materials; Internet access.

7. You will be required to pay for any damage to photocopiers and/or printers caused by negligent use. This includes, but is not restricted to, the use of incorrect acetates.

**CANCELLATIONS**

In the case of cancellation three weeks or more before the course start date, the deposit of £250 will be retained. With less than three weeks' notice, 50% of the course fee will be retained. If cancellation occurs in the final ten days before the starting date the total course fee will be retained.

In certain exceptional circumstances we may consider transferring the fees to another course. However, no transfer is made if notice is insufficient to allow for the finding of a substitute replacement candidate. In the event of a course being cancelled all fees will be refunded.

***I have, to my best knowledge, provided accurate information in this application. I have read and understood the terms and conditions, including the Cancellations Policy, and accept them.***

Signed:

Date:

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**Checklist:**

Before you send your application, have you:

- Completed all sections of the Application Form?

- Completed all sections of the Pre-Interview Task?

- Provided up-to-date contact information? (You will probably be contacted by email)

- Enclosed two **unstapled** passport size photos (or a digital photo by email)

**Send no money now** – fees are payable only after acceptance onto the course.