



Subject: Request for further information re your application for a TEFL position

Hi there,

We are very interested in considering you further for a position with New Star ELT Center in Hanoi. We currently have various teaching and management positions available.

You may have already sent us some details and as we are considering a range of applications, please bear with this form letter until we receive your application. We would ask that you please first view the following *criteria for employment* list. Then, if you are sure you meet these, please send anything that may be lacking so we can fully process your application. (Please ensure that attachments are reduced or compressed to a minimum size). Please note, from our web page at www.newstarelt.org you will find more information about our school, courses and relevant forms and information for a position with us.

Criteria for employment list:

1. All applicants **must** hold an **undergraduate degree** i.e. a completed BA
2. All applicants **must** have also achieved a **post graduate TESL/TEFL official qualification as follows:** *the qualification must be gained from a course consisting of at least 100 hours duration and have included a practicum component which is assessed. (management positions will need to show an expert level knowledge-base specifically in applied linguistics i.e. TESL/TEFL and therefore will require full university Grad Cert, Grad Dip or Masters level in Applied Linguistics or TEFL/TESL majors)*
3. applicants must have appropriate **official professional TESL/TEFL classroom/school experience** i.e. specifically teaching English as a second or foreign language in a training classroom setting - non-management positions will require a minimum 1 year full time or equivalent part time - management applicants will require a minimum 2 years full time in a management position in a specific TESL/TEFL environment and will need to demonstrate a full understanding and experience in programs such as TOEFL, IELTS, ESP, EAP, SAT, General and Business English, Young Learners English, knowledge on custom curriculum design courses for TEFL, pedagogical methods and approaches for TEFL, EFL testing, needs analysis for students and clients, TEFL course project management etc.
4. all teaching staff must be **native English speakers** (i.e. English is their first/native language)
5. applicants must be able to complete a contract term of:
 - minimum 6 months for casual
 - minimum 6 months for full time non management staff
 - minimum 12 months for full time management staff
6. Internships are occasionally available for inexperienced teachers

If you are sure you meet these requirements for the particular position you are interested in then, please send anything a.s.a.p. from the following list that has not been provided to us already:

Applicant information check list:

1. CV/Resume
2. **recent** photograph
3. **2-3 work** recent references specifically relating to TEFL/TESL positions held
4. **1-2 personal** reference/s or other work related references (not from a family member)
5. copies of your qualifications
6. copy of your passport
7. the application form attached herewith (please ensure it is sufficiently filled out)
8. teaching questionnaire completed (if we sent you one)

Upon receiving all of these we will definitely consider your application further, either for immediate or future positions at the Center. After viewing your application we will send further information you require and a contract.

We do look forward to hearing from you and hope to be able to offer you a position after viewing your CV and other details as listed above.

Kind regards

Terry Boyle *MAppLing*
Director
New Star ELT Center

P.S. Please note: we do not have time to visit web pages. Please be sure you meet our employment criteria as we will be unable to respond to applicants otherwise.

Contact email:

Up to August 1st : newstar@fpt.vn
After August 1st : dos@newstarelt.org

Contact Web:

Up to August 1st : <http://65.108.161.193>
After August 1st : www.newstarelt.org