

EMPLOYMENT APPLICATION FORM 2003

Position Applied For:

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Personal Details (* = required)

* Full Name (as in passport)		* No. of Children	
* Marital status		* Nationality	
* Date of Birth		* Religion (if practising and affiliation)	
* Is English your first language?		* Do you have any inflections in your pronunciation from another language, (if so, are these inflections strong or weak?)	
* Please detail your health status <u>if there is anything that may influence you term of contract in any way:</u>		* Which language/accent influence?	

Contact Details

* Permanent Address	* Telephone	
* Current Address	* Telephone	
* Email		
* Contact person In case of emergency		
* Address	* Telephone/s	

Other Languages

* Language/s Spoken	* Level of Language Attainment	Spoken (ö)	Written (ö)
	Beginner - Elementary		
	Pre-intermediate		
	Intermediate		
	Upper-intermediate		
	Advanced		

Passport Details

* Passport No.		* Visa no.	
* DOB on passport		* Type of Visa	
* Issued where		* Issued where	
* Date of issue		* Date of issue	
* Date of expiry		* Date of expiry	
* Intended point of entry to Vietnam		* Dates visited Vietnam previously	

*** Qualifications, Educational Attainments, Professional Development Courses**

Details	Date Achieved	Copy Attached (Y/N)
1.		
2.		
3.		
4.		
5.		

*** Relevant Work Experience**

Details	Dates	Reference Attached Y/N
1.		
2.		
3.		
4.		

*** Goals and Aspirations**

Short Term
Medium Term
Long Term

*** Teaching Experience and Preference**

* What courses are you experienced in teaching? (Please number in order on the left side "E" for experience; "P" for preference) e.g. E, P, or E/P		General English Children	Professional Communication
		General English Adults	(ESP) Specific Purposes
		(EAP) Academic English	TOEFL IELTS TOEIC etc
		Business/Corporate	Teacher Training
* What levels are you experienced in teaching? (Please number in order of)		Beginner	Intermediate
		Elementary	Upper-intermediate
		Pre-intermediate	Advanced

*** Contract Requirements**

* Available Dates	From	To	
* Preferred Working Arrangements (0)	6 months	12 months	Casual
	(√)	(√)	(√) min hours per week
Accommodation Requirements (this will depend on the nature of the contract e.g. if full-time contract and if arrangements to be made by New Star in the contract)	<i>Type</i>	<i>No. of Bedrooms</i>	<i>No. of Bathrooms</i>
	Family		
	Single		
	Shared		
Other Requirements			

*** Code of Conduct**

* Compliance to the basic rules of the New Star ELT Center.	Agree (√)	Disagree (√)	* I declare that all of the information in this application is true	
* Obey the laws of Vietnam and satisfy all statutory requirements.	Agree (√)	Disagree (√)		

*** What to do next**

1. Return this <u>signed</u> completed form by mail, email newstar@fpt.vn or dos@newstarelt.org - fax number 84 4 752 620		
Copies, Fax or Email Attachments Required:	Included (0)	Not included (0)
1. Copy of passport		
2. Copy of Degree Qualifications		
3. Other Certificates		
4. Recent photo		
5. Work Reference/s (from recent TEFL employer/s)		
6. Personal Reference/s (not from family)		
Please tell us where you heard about New Star ELT Center.		
<i>* PLEASE NOTE – due to government constraints and business policy, it is impossible to process an application fully without all of the above documents</i>		