



# ENGLISH INTERN/PROFESSIONAL TEACHERS PROGRAM

## Application Form (2016/17)

Application for (*please circle one*): Intern / Professional Teacher

Personal Information			
<b>Surname</b>		<b>First Name</b>	
<b>Title</b>		<b>Gender</b>	
<b>Home Country</b>		<b>Date of Birth</b>	
<b>Place of Birth</b>		<b>Nationality</b>	
<b>Address</b>			
<b>City</b>		<b>State/Province</b>	
<b>Zip/Post Code</b>		<b>Email</b>	
<b>Mobile Phone</b>		<b>Skype ID</b>	
<b>Time Available for Skype Interview</b>			
<b>Expected duration in the Program (12 Months minimum)</b>			
<b>Estimated date of arrival (yy/mm/dd)</b>			
<b>Estimated date of departure (yy/mm/dd)</b>			
<b>Who is your emergency contact? (Name, Relationship, Phone/Skype/Email)</b>			
<b>Name of University / TAFE/ Other Tertiary Institution</b>	<b>Qualifications and Majors</b>	<b>Start date</b>	<b>End date</b>
<b>Name of last attended Secondary School</b>	<b>Qualifications</b>	<b>Start date</b>	<b>End date</b>
<b>Mother Tongue</b>			
<b>English-teaching Certificate (specify name – eg. TEFL – and duration of training)</b>	<b>Name of Certificate</b>	<b>Duration of training</b>	
<b>Teaching-related work experience (specify employer, position &amp; duration)</b>	<b>Employer</b>	<b>Position/Nature of Work</b>	<b>From – To</b>

### Age Group You Prefer to Work With

- Children:     Under 2 years old     2-5 years old     5-10 years old     over 10 years old  
 Teenagers             Young Adults             Adults    (You may choose more than one group)

**Explain your choice of age group(s) preferred:**

### Describe yourself    1=Poor, 2=Fair, 3=Good, 4=Very good, 5=Excellent

<b>Responsible</b>		<b>Mature</b>	
<b>Organised</b>		<b>Tidy</b>	
<b>Patient</b>		<b>Polite</b>	
<b>Discreet</b>		<b>Sincere/Honest</b>	
<b>Independent</b>		<b>Pleasant</b>	
<b>Creative</b>		<b>Kind</b>	
<b>Active</b>		<b>Musical</b>	
<b>Sporty</b>		<b>Outgoing</b>	
<b>Communicative</b>		<b>Energetic</b>	
<b>Able to relate to children</b>		<b>Able to relate to adults</b>	

**In about 100 words, describe yourself as a teacher.**

### Motivation to Apply

(Specify Program by crossing out other – Intern Teacher / Professional Teacher)

**Have you been to China?(Yes/No), If Yes, How long, When and Where HK/Macau/Mainland)?**

**What's the main reason that you want to participate in this program?**

**Why do you choose China as your destination?**

<b>How are you going to spend your free time in China?</b>	
<b>What kind of Chinese city would you like to be work in? (coastal, inland, hill area)</b>	
<b>What kind of climate would you be most comfortable in? (tropical, temperate)</b>	

Please attach two recent photos, one a close-up, and one a full body shot.

**The information that you provide on this form will be used by Learning Exchange Hong Kong and its partner organisations, only for the purpose of your recruitment and placement. You acknowledge that your personal data will be stored in our database and shared with our clients as needed. We may audit the information and submit it to local authorities in connection with local laws and regulations, such as relating to your visa to stay in China.**

**Documents to be enclosed:**

1. Highest Degree (Notarized as true copy and translated into Chinese at the nearest Chinese embassy or consulate)
2. Passport copy (Notarized as true copy)
3. No criminal record Certificate
4. Health Certificate
5. TEFL, TESOL or equivalent (Training must be more than 120 hours)
6. Resume (write teaching experience in detail)
7. Recommendation letters related to teaching
8. Other teaching certificates
9. Documentary proof of education-related working experience (more than 2 years)

**I hereby confirm that the information given in this application is true and correct. I consent that my personal data and application may be forwarded to schools and local authorities as needed. I give my consent to Learning Exchange Hong Kong and its partners who will refer me to potential employers on my behalf.**

**Signature (electronic signature accepted):**

**Date (yy/mm/dd):**