



## “First Steps” Kindergarten Internal Application Form

(to be filled in and signed electronically)

Please e-mail this application form along with a recent photograph and scanned copies of your TEFL certificate and/or other relevant certificates, qualifications or degrees you may have to

[elzbieta.chudoba@ih.com.pl](mailto:elzbieta.chudoba@ih.com.pl)

Date of application:

### ABOUT YOU

Surname:

First name:

E-mail address:

Skype:

Telephone:

Present address:

Permanent address (if different from above):

Date of Birth

Marital Status

Place of Birth

Children/Age

Nationality/Citizenship

Do you hold a valid driving licence?

First Language

### VISA INFORMATION

Passport Number

Date + Place of Issue

Country of Passport

Date of expiry

### TRAVEL & WORK

Countries visited:

Languages (indicate degree of fluency):

Why do you want to work for First Steps Kindergarten International House Bielsko?

How can you contribute positively to First Steps Kindergarten International House Bielsko?

Where else have you applied for work?

What position are you applying for?

Have you got experience teaching young learners (5 – 15 year olds) and/or VERY young learners (1-5 year olds)?
When are you free to start teaching?

### EDUCATION AND PROFESSIONAL QUALIFICATIONS

Last school attended:	Dates:	Qualifications, certificates and awards:
College or University:	Dates:	Degrees/Diplomas with subjects and grades:
Other Qualifications:		
<b>TEFL Qualifications:</b>		
Course Title:		
Course dates:	Centre Name:	
Teacher Trainer:	Grade:	
<b><u>Please attach scanned copies of your certificates</u></b>		

### PREVIOUS EMPLOYMENT *(please list all teaching positions you have held so far)*

Employer:	Dates:	Position held:
<b>Referees:</b> Please give the names, addresses, telephone numbers and e-mail addresses of 3 referees, 1 of whom should be your most recent ESOL Director of Studies and/or your TEFL or CELTA tutor. All references will be taken up.		
1. May we contact this referee before the interview? <b>Yes / No</b>		
2. May we contact this referee before the interview? <b>Yes / No</b>		
3. May we contact this referee before the interview? <b>Yes / No</b>		

<b>Give brief details of types of classes and ages/levels taught.</b>
<b>Are there any ages/levels you feel most comfortable teaching? Why?</b>
<b>What kind of teacher are you?</b> (What can a student expect in your classes and what are the beliefs that govern your teaching approach?)

## YOU AND YOUR INTERESTS

**Interests** (indicate where relevant whether your interest is active or passive, e.g. an interest in “food” could be that of a visitor to restaurants or that of an amateur cook):

**Describe yourself in the words of a fair but not very friendly critic:**

**OPTIONAL** – The school is always looking for new ways to involve our students in extra-curricular activities. In this section, please give details of any skills/hobbies you have which could be used by the school as part of its Social Programme e.g. hiking, volleyball etc.

**Health and medical history** (before going abroad you may be required to pass a medical examination by a doctor). Include any major health problems that you suffer from.

## ACCOMMODATION

**Preferences** (please let us know if you’d like to get a single flat or share). Single accommodation is between 1200 and 1500 PLN, shared 800-1200 PLN monthly depending on offers available. If you’re thinking about bringing pets with you, please bear in mind that it can make the process more time-consuming and costly.

## DECLARATION

- I confirm that the above information is complete and accurate and I understand that any possible offer of employment is subject to references which are satisfactory to First Steps Kindergarten/International House Integra Bielsko sp. z o. o..
- I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

**SIGNATURE:**

**DATE:**

## Application checklist

**Have you done the following?**

- Completed all sections of the application form
- Attached scanned copies of your TELF Certificate and/or other qualifications you may have such as Cambridge CELTA, DELTA, Trinity TESOL equivalent and University Degree.
- Attached a recent colour photograph
- I have watched the clip about the kindergarten: <https://www.przedszkole.anglojezyczne.pl/en/film/>

Thank you 😊