

Cambridge ESOL CELTA Courses Application Form

Attach a recent
passport
photograph
here

Write clearly in **BLOCK CAPITALS** and use black ink. Post this form to the centre where you would like to take your course.

1. Personal information *Please enter your name as you would wish it to appear on any certificate awarded*

Surname:	Nationality:
First names:	First language:
Date and place of birth:	Present occupation:
Title: <i>Delete as applicable</i> Mr / Mrs / Miss / Ms / Other _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

Permanent address:	Telephone:
	Mobile:
Postcode:	Email:

Correspondence address: <i>If different to above</i>	Telephone:
	Mobile:
Postcode:	Email:

2. Course details *Please indicate which course you are applying for and state your preferred dates and locations*

CELTA

First choice	Dates:	Location:
Second choice	Dates:	Location:

3. Medical information *If you have/have had a medical condition that we need to know about (including psychological conditions) please give details below (use a separate sheet if necessary)*

4. Education *Please supply the name of schools/universities/colleges you have attended and qualifications gained*

School:	Qualifications:	Dates:
University/training college:	Qualifications:	Dates:
ELT qualifications (if any):		Dates:

5. ELT experience *To be completed by CELTA applicants with ELT experience*

Please summarise your ELT experience indicating levels taught (please state whether beginners, intermediate or advanced), size of groups, present levels you are teaching, number of hours per week, examinations taught for and course books you currently use. It is also useful to know which country (or countries) you hope to work in after the course. Please use a separate sheet if necessary. Alternatively, enclose a detailed CV giving your experience and references.

6. Other work experience *To be completed by all applicants (please use a separate sheet if necessary)*

7. Knowledge of foreign languages *Please give details of other foreign languages you speak and state your level for each one (ie. fluent / good / fair / minimal)*

8. References *CELTA candidates should supply the name, address and telephone number of a referee.*

9. Additional notes *Please attach on a separate piece of paper in your own handwriting:*

- **CELTA candidates** – 300 words on why you want to do this course and what you want to do afterwards.

These tasks will help us to assess your writing skills and may also be used for discussion at interview.

Please note:

- If your application is successful you will need to pay a non-refundable deposit of £150 within 7 days of being notified to reserve your place. The balance of your fees must be paid before the course begins to guarantee access to/your p[lace the course. If you are accepted after that time, the full fees are due immediately. We will not hold places open for applicants who do not pay their full fees when they are due. There are no refunds for withdrawal or cancellation.
- All courses are subject to demand.

Please tell us how you heard about this course: _____

Please send your completed form to your first choice of centre.

Bell Cambridge
Red Cross Lane
Cambridge CB2 0QU

Tel: 01223 278800
Fax: 01223 412410

Bell Bedgebury
Goudhurst
Cranbrook
Kent TN17 2SH

Tel: 01580 879100
Fax: 01580 879102

www.bell-centres.com