**Berkeley House Employment Application**

|  |  |
| --- | --- |
| Full Name (Last, First) |  |
| Years teaching children |  | Example textbooks |  |
| Years teaching teenagers |  | Example textbooks |  |
| Years teaching uni students |  | Example textbooks |  |
| Years teaching adult learners |  | Example textbooks |  |
| Years teaching Business Eng. |  | Example textbooks |  |
| 1. Why did you start teaching English as a second / foreign language?
 |
| 1. How did you learn to become a teacher?
 |
| 1. How would you describe your overall approach to language teaching?
 |
| 1. What type of learner do you prefer to teach and why?
 |
| 1. What would be your ideal working situation?
 |
| 1. What is the hardest part about working / living in Japan (or abroad if you have never lived in Japan)?
 |
| 1. Why do you want to work for Berkeley House language center?
 |
| 1. Where do you see yourself in two years? Five years?
 |
| 1. Any other important information that we should know about you?
 |

*Our hiring process consists of the following steps:*

1. Employment Application, Cover Letter, CV submission

2. Initial Skype Interview (40 minutes)

3. Follow-up Interview and Demonstration (90 minutes)

4. Reference Check

***5. Client Interview\*\* depending on the position***

6. Offer Letter

*Please indicate your general availability for interviews and demonstrations below:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** |
| **AM** |  |  |  |  |  |  |
| **PM** |  |  |  |  |  |  |