

# TUTOR APPLICATION PACK 2024

## WINTER/ SPRING/ SUMMER



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# ANGLOPHILES ACDEMIC

Anglophiles Academic is a British organisation based in London, but also with offices in the heart of Paris. We organize language stays and cultural discoveries stays for over 50 years in England. The objective of these stays is to learn the English language with English classes.

We offer programmes in France, Great Britain, Ireland, Scotland, Cyprus, Canada and many more to come.

Our stays are approved by the Department of Youth & Sports and Social Cohesion. We are an active member of BETA (British Education Travel Education) and an approved member of UNOSEL (National Union of Organizers of Educational, Linguistic and Language Schools).

## HEAD OFFICE TEAM



**Jean-Philippe MORRIS**  
Managing Director  
LONDON OFFICE



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Sales Manager  
LONDON OFFICE  
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**Nilz LAHKMAN**  
Course Administrator  
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**Alaa EL AMRANI**  
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**Barbara LEONARD**  
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**Reda NEGHZA**  
Course Administrator  
Recruitment Administrator  
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**Ahmed BAHRI**  
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**Nazia CHEICK**  
Course Administrator  
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# CORE VALUES

## QUALITY OF OUR COURSES – CUSTOMER FOCUS:

Our main goal is our client' satisfaction. All our programmes have been created with the utmost care and professionalism. We work to achieve the best balance between interesting and challenging EFL classes. The safety and comfort of our students is our top top priority. Thus, the standard of our facilities, quality of tutors, leaders' managers and the variety of activities and excursions we offer are second to none.

We listen, take all feedback from students and the team very seriously to improve our programmes and their content year on year.

## TEAMWORK:

All members of the Anglophiles team work together, communicate openly and are approachable, at all times.

Teamwork is at the heart of our work ethic.

To encourage teamwork, each member:

- Carries out his/her task with enthusiasm and energy.
- Contributes to the achievement of team goals.
- Accepts and respects differences, in a kind and patient way.
- Encourages the participation of all team members.
- Supports the team's decisions.
- Has to be able to make the appropriate decisions and be responsible whether he/she is alone or with his/her colleagues.

## INTEGRITY:

Integrity is deeply rooted within Anglophiles history. It has been the company's signature for more then 45 years. Being genuine, honest and respectful are our core essential values in building a trustworthy relationship with our staff, clients, and partners.

## PROFESSIONALISM:

Our dedication, enthusiasm and our constant wish to innovate, whilst maintaining out high quality, allows us to be in our field. Our team deals with each issue with pragmatism, as well as an open mind.

## RESPONSIBILITY:

We, the staff endeavor to not only practice but also enhance our skill set, to deliver the best possible experience for our students.

# TUTOR REQUIREMENTS

## QUALIFICATIONS AND EXPERIENCE REQUIRED:

- English native level of competence.
- Must have a minimum of a CELTA or Trinity Cert TESOL/PGCE TEFL.
- Two years of teaching experience preferred.
- Proven leadership skills.
- Ability to work effectively under pressure.

## PAYMENT:

- Payment is dependent on the size of the centre and the experience held by the applicant.

## DRESS CODE:

- SMART: no casual jeans, T- shirts (apart from Anglophiles uniforms) or shorts.
- Staff must present themselves well; being of a smart appearance, appropriate to the role and using appropriate language.

Successful applicants will be required to attend a one-day tutor briefing training prior to the start of the course.

You are working with children. Consuming alcohol, substance use are not permitted at any time during the course. Smoking is not allowed in front of the students and during your free time you can go to a quiet place away from the students. Staff must be fit to always supervise students. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

It is your responsibility to maintain proper levels of discipline, safety and wellbeing of the students in your care.

## TUTOR BRIEFING DATES

SATURDAY 20<sup>TH</sup>  
JANUARY 2024

SATURDAY 16<sup>TH</sup>  
MARCH 2024

SATURDAY 15<sup>TH</sup>  
JUNE 2024

# DIRECTOR OF STUDIES REQUIREMENTS

## **DIRECTOR OF STUDIES JOB DESCRIPTION:**

The Director of Studies (DoS) plays a pivotal role in our academic programmes, overseeing operations across our Homestay and Discovery centres in England. This position entails traveling between centres to ensure consistent quality and adherence to academic standards. Key responsibilities include managing the teaching team, providing support and guidance to tutors, and ensuring that English instruction aligns with the Anglophiles Academic Language Course Syllabus. The director of studies conducts student placement tests, organizes materials, and leads weekly workshops for tutors to enhance their skills. Additionally, the director of studies is responsible for maintaining compliance with health and safety policies, managing inventory, and ensuring accurate and timely submission of paperwork to the London Office. Regular visits to centres facilitate communication, problem-solving, and programme optimisation in collaboration with the Academic Manager.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- English native level of competence.
- Must have a minimum of a CELTA or Trinity Cert TESOL/PGCE TEFL.
- Two years of teaching experience preferred.
- Proven leadership skills.
- Ability to work effectively under pressure.

## **PAYMENT:**

- Payment is dependent on the size of the centre and the experience held by the applicant.

## **DRESS CODE:**

- SMART: no casual jeans, T- shirts (apart from Anglophiles uniforms) or shorts.
- Staff must present themselves well; being of a smart appearance, appropriate to the role and using appropriate language.

**Successful applicants will be required to attend a one-day management training prior to the start of the course.**

# DISCOVER/ MAGICAL LONDON

Tutors in this programme play a dual role, teaching and collaborating with Group Leaders to lead and supervise students. The programme emphasizes a creative approach to motivate participants in exploring a foreign culture. The teaching course aims to enhance students' aural, oral skills, and understanding of the local culture through English instruction. Tutors must adapt lessons to students' English levels, integrating cultural aspects of the host country.

Tutors receive a programme of activities, requiring them to research relevant topics and create detailed teaching plans. Daily classes follow a museum format, referencing 'The Student Handbook' with basic rules still in effect:

- To teach up to 30 hours per week. These must be attended punctually and taught for the full number of hours required.
- To teach English to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.
- You will need to accompany and supervise students on visits and respond appropriately to general emergencies when necessary, ensuring that you are always reachable during the duration of the course.
- To complete Daily Report Sheets, End of Course Summary Report, individual Student Reports, Students Register of Attendance, and any other reports required by Anglophiles Academic. After the course, ensure that the Head Office receives all required reports.
- To ensure that, in lessons prior to excursions, students are prepared and informed about any such forthcoming excursions. They must also be presented with a course summary of work covered on the last teaching day.
- To maintain proper levels of discipline, safety, and well-being of students in your care. To advise the Group Manager or Anglophiles Academic Head Office if there are any students who misbehave in class, are absent, late attending lessons and of any student welfare concerns e.g. bullying.
- Attending staff meetings, assisting with and actively participating in out-of-class activities with the Group Leaders. This involves providing aid in the residential supervision duties, meal and bedtime supervision, patrol, and lights out, plus any other general welfare duties.

# LIVERPOOL COLLEGE

Tutors in this programme play a dual role, teaching and collaborating with Group Leaders to lead and supervise students. The programme emphasizes a creative approach to motivate participants in exploring a foreign culture. The teaching course aims to enhance students' aural, oral skills, and understanding of the local culture through English instruction. Tutors must adapt lessons to students' English levels, integrating cultural aspects of the host country.

Tutors receive a programme of activities, requiring them to research relevant topics and create detailed teaching plans. Daily classes are set in a classroom, referencing The Student Handbook and EFL Textbooks with basic rules still in effect:

- To teach up to 30 hours per week. These must be attended punctually and taught for the full number of hours required.
- To administer English Language tests, written and oral, on the first day of each course, and adjust students into appropriate classes based on the provisional class lists. This includes an orientation session with students on the first day of each course, supervision of the mid-morning break and, if working full time, the lunch break.
- To teach English to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.
- You will need to accompany and supervise students on visits and respond appropriately to general emergencies when necessary, ensuring that you are always reachable during the duration of the course.
- To complete Daily Report Sheets, End of Course Summary Report, individual Student Reports, Students Register of Attendance, and any other reports required by Anglophiles Academic. After the course, ensure that the Head Office receives all required reports.
- To ensure that, in lessons prior to excursions, students are prepared and informed about any such forthcoming excursions. They must also be presented with a course summary of work covered on the last teaching day.
- To maintain proper levels of discipline, safety, and well-being of students in your care. To advise the Group Manager or Anglophiles Academic Head Office if there are any students who misbehave in class, are absent, late attending lessons and of any student welfare concerns e.g. bullying.
- Attending staff meetings, assisting with and actively participating in out-of-class activities with the Group Leaders. This involves providing aid in the residential supervision duties, meal and bedtime supervision, patrol, and lights out, plus any other general welfare duties.

# HOST FAMILY STAY

## NOTTINGHAM/ PETERBOROUGH/ MILTON KEYNES/ IRELAND WALLOW

Tutors ideally should be a resident or live within commutable distance to the Homestay town, as accommodation is provided, but there is a cost to you.

- **Post 1: Full-time Tutor:** 15 hours or 20 hours (dependent on excursions) a week and supervising afternoon activities from Monday to Friday.
- **Post 2: Part-time Tutor:** You will teach up to 20 hours a week from Monday to Friday in the mornings only. *Travel expenses for your daily commute (to and from Centre) are not covered.*
- To teach, usually up to 20 hours per week. These must be attended punctually and taught for the full number of hours required.
- To submit a Course Plan to the Anglophiles Academic Manager prior to the course, in the Anglophiles' standard format.
- To teach English to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.
- Liaise with other Anglophiles' members of staff including the Local Organisers and Group Leaders on site.
- To administer English Language tests, written and oral, on the first day of each course, and adjust students into appropriate classes based on the provisional class lists. This includes an orientation session with students on the first day of each course, supervision of the mid-morning break and, if working full time, the lunch break.
- To ensure that, in lessons prior to excursions, students are prepared and informed about any such forthcoming excursions.
- They must also be presented with a course summary of work covered on the last teaching day.
- To maintain proper levels of discipline, safety, and well-being of students in your care. To advise the Anglophiles Head Office if there are any students who misbehave in class, are absent, late attending lessons and of any student welfare concerns e.g., bullying. General emergencies must be dealt with appropriately.
- To complete Daily Report Sheets, End of Course Summary Report, individual Students' Reports, Students' Register of Attendance, and any other Reports required by Anglophiles Academic by the end of the course.
- If working on a full-time basis, to accompany and supervise students and participate in all excursions and activities included in the programme and to assist with the supervision of the mid-morning and lunchtime breaks. Also, to ensure all students are returned safely to their host family homes at the end of the activities.



# FRANCE: SAINT CYRAN DU JAMBOT

Tutors in this programme play a dual role, teaching and collaborating with Group Leaders to lead and supervise students. The programme emphasizes a creative approach to motivate participants in exploring a foreign culture. The teaching course aims to enhance students' aural, oral skills, and understanding of the local culture through English instruction. Tutors must adapt lessons to students' English levels, integrating cultural aspects of the host country.

Tutors receive a programme of activities, requiring them to research relevant topics and create detailed teaching plans. Daily classes are set in a classroom, referencing The Student Handbook and EFL Textbooks with basic rules still in effect:

- To teach up to 30 hours per week. These must be attended punctually and taught for the full number of hours required.
- To administer English Language tests, written and oral, on the first day of each course, and adjust students into appropriate classes based on the provisional class lists. This includes an orientation session with students on the first day of each course, supervision of the mid-morning break and, if working full time, the lunch break.
- To teach English to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.
- You will need to accompany and supervise students on visits and respond appropriately to general emergencies when necessary, ensuring that you are always reachable during the duration of the course.
- To complete Daily Report Sheets, End of Course Summary Report, individual Student Reports, Students Register of Attendance, and any other reports required by Anglophiles Academic. After the course, ensure that the Head Office receives all required reports.
- To ensure that, in lessons prior to excursions, students are prepared and informed about any such forthcoming excursions. They must also be presented with a course summary of work covered on the last teaching day.
- To maintain proper levels of discipline, safety, and well-being of students in your care. To advise the Group Manager or Anglophiles Academic Head Office if there are any students who misbehave in class, are absent, late attending lessons and of any student welfare concerns e.g. bullying.
- Attending staff meetings, assisting with and actively participating in out-of-class activities with the Group Leaders. This involves providing aid in the residential supervision duties, meal and bedtime supervision, patrol, and lights out, plus any other general welfare duties.

# ANGLOPHILES TUTOR FEES 2024

- The table in this pack will tell you which courses we are running in which centers, dates and the tutor fees that apply.
- Anglophiles Tutors have self-employed status and are not therefore subject to employee PAYE and National Insurance deductions. You are responsible to self-declare your own earnings.
- You are required to indicate on the Tutor Course Preference Chart which courses you would like to teach. There are Homestay and Residential Centers. Next to each of your preferred choice of courses, indicate whether you wish to work full-time or part-time (mornings only). Payments vary for each course.
- The tables list our courses by period throughout the year, their specific dates, locations, and tutor fees that apply.
- **FEES DEPENDENT ON EXPERIENCE AND QUALIFICATIONS.** It is recognized that a wide variety of qualifications and experience may be appropriate; however, teaching staff should hold an ELT certificate resulting from a course of at least one hundred contact hours and a minimum of six hours' observed teaching practice. All qualifications must be validated by a university or internationally recognized examination board. All tutors should be able to demonstrate a clear grasp of ESOL methodology and the ability to implement it in the classroom.  
**Rate 1:** Degree and TEFL qualification, plus experience teaching children/ teenagers  
**Rate 2:** Degree and TEFL qualification, but no experience teaching children and teenagers.
- On Homestay courses, you may work either full-time (teaching in the morning and activities in the afternoon) or on a part-time basis (mornings only).
- On Residential courses in France all teachers work on a full-time residential basis (*teaching + activity duties*)
- On Discovery or Magical courses, you work either on a full-time residential basis or a full-time non-residential basis.

# TUTOR FEES

## TUTOR FEES SUMMER 2024

Dates		Centre	FEE with accommodation						FEE without accommodation						Stay
From	To		Rate 1*			Rate 2**			Rate 1*			Rate 2**			
			Teaching days	Fulltime	Parttime	Fulltime	Parttime	Teaching days	Fulltime	Parttime	Teaching days	Fulltime	Parttime		
07Jul	27Jul	Nottingham, UK	15	£1125	12	£624	£660	£492	15	£1260	12	£624	£1110	£540	Host Family
07Jul	28Jul	Nottingham, UK	15	£1125	11	£572	£660	£451	15	£1260	11	£572	£1110	£495	Host Family
08Jul	21Jul	Nottingham, UK	9	£675	7	£364	£396	£287	9	£756	7	£364	£666	£315	Host Family
18Jul	31Jul	Nottingham, UK	8	£600	6	£312	£352	£246	8	£672	6	£312	£592	£270	Host Family
04Aug	17Aug	Nottingham, UK	10	£750	8	£416	£440	£328	10	£840	8	£416	£740	£360	Host Family
04Aug	24Aug	Nottingham, UK	15	£1125	12	£624	£660	£492	15	£1260	12	£624	£1110	£540	Host Family
13Aug	26Aug	Nottingham, UK	7	£525	6	£312	£308	£246	7	£588	6	£312	£518	£270	Host Family
07Jul	27Jul	Milton Keynes, UK	15	£1125	12	£624	£660	£492	15	£1260	12	£624	£1110	£540	Host Family
07Jul	28Jul	Milton Keynes, UK	15	£1125	11	£572	£660	£451	15	£1260	11	£572	£1110	£495	Host Family
08Jul	21Jul	Milton Keynes, UK	9	£675	7	£364	£396	£287	9	£756	7	£364	£666	£315	Host Family
18Jul	31Jul	Milton Keynes, UK	8	£600	6	£312	£352	£246	8	£672	6	£312	£592	£270	Host Family
04Aug	17Aug	Milton Keynes, UK	10	£750	8	£416	£440	£328	10	£840	8	£416	£740	£360	Host Family
04Aug	24Aug	Milton Keynes, UK	15	£1125	12	£624	£660	£492	15	£1260	12	£624	£1110	£540	Host Family
13Aug	26Aug	Milton Keynes, UK	7	£525	6	£312	£308	£246	7	£588	6	£312	£518	£270	Host Family
10Jul	23Jul	British Village, France	10	£500			£400								Residential
11Jul	22Jul	British Village, France	10	£500			£400								Residential
08Aug	19Aug	British Village, France	10	£500			£400								Residential
14Aug	27Aug	British Village, France	10	£500			£400								Residential
10Jul	23Jul	Magical London, UK	12	£1092			£894			12	£828			£720	Residential
11Jul	22Jul	Magical London, UK	10	£910			£820			10	£690			£600	Residential
08Aug	19Aug	Magical London, UK	10	£910			£820			10	£690			£600	Residential
14Aug	27Aug	Magical London, UK	12	£1092			£894			12	£828			£720	Residential
11Jul	24Jul	Liverpool, UK	8	£728			£656			8	£552			£480	Residential
11Jul	25Jul	Liverpool, UK	10	£910			£820			10	£690			£600	Residential
18Jul	31Jul	Liverpool, UK	8	£728			£656			8	£552			£480	Residential
02Aug	15Aug	Liverpool, UK	8	£728			£656			8	£552			£480	Residential

# TUTOR FEES

## TUTOR FEES WINTER 2024

Teaching dates		Centre	FEE with accommodation						FEE without accommodation					
From	To		Rate 1*			Rate 2**			Rate 1*			Rate 2**		
			Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time
17-Feb	24-Feb	Nottingham	5	£375	4	£208.00	£250	£164	5	£420	4	£208	£370	£180
24-Feb	02-Mar	Nottingham	5	£375	4	£208.00	£250	£164	5	£420	4	£208	£370	£180
12-Feb	23-Feb	Nottingham	8	£600	6	£312.00	£400	£246	8	£672	6	£312	£592	£270
17-Feb	28-Feb	Nottingham	7	£525	5	£260.00	£350	£205	7	£588	5	£260	£518	£225
24-Feb	06-Mar	Nottingham	7	£525	5	£260.00	£350	£205	7	£588	5	£260	£518	£225
17-Feb	24-Feb	Discover London	7	£637			£574		6	£450			£390	
17-Feb	24-Feb	Discover London	7	£637			£574		6	£450			£390	
24-Feb	02-Mar	Discover London	7	£637			£574		6	£450			£390	
24-Feb	02-Mar	Discover London	7	£637			£574		6	£450			£390	

\*Rate 1 Degree and TEFL qualification, plus experience teaching children/ teenagers

\*\*Rate 2 Degree and TEFL qualification, but no experience teaching children and teenagers.

**Homestay :** **Full-time Tutor:** 15 hours or 20 hours (dependent on excursions) a week and supervising afternoon activities from Monday to Friday.  
**Nottingham** **Part-time Tutor:** You will teach 15 or 20 hours a week from Monday to Friday in the mornings only.

We have two rates for tutors.  
**Discovery/Magical Courses** **Rate 1** for tutors who are local and have no need for travel and accommodation.  
**Rate 2** is applicable for tutors who require travel expenses to the country/town (from London) and full-board accommodation. Tutors teach and travel with the groups. Lessons are focused on fluency, cultural awareness and heritage. Tutors are expected to engage actively in all activities and supervise students at all times during the course.

## TUTOR FEES SPRING 2024

Teaching dates		Centre	FEE with accommodation						FEE without accommodation					
From	To		Rate 1*			Rate 2**			Rate 1*			Rate 2**		
			Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time
13-Apr	20-Apr	British Village	5	£285			£235							
13-Apr	20-Apr	British Village	5	£285			£235							
20-Apr	27-Apr	British Village	5	£285			£235							
20-Apr	27-Apr	British Village	5	£285			£235							
08-Apr	19-Apr	Nottingham	8	£600	7	£364.00	£350	£287	8	£672	7	£364	£592	£315
13-Apr	20-Apr	Nottingham	4	£300	3	£156.00	£150	£123	4	£336	4	£208	£296	£180
13-Apr	24-Apr	Nottingham	6	£450	5	£260.00	£250	£205	6	£504	6	£312	£444	£270
20-Apr	27-Apr	Nottingham	4	£300	3	£156.00	£150	£123	4	£336	4	£208	£296	£180
20-Apr	01-May	Nottingham	6	£450	5	£260.00	£250	£205	6	£504	6	£312	£444	£270
06-Apr	13-Apr	Discover London	7	£637			£574		6	£450			£390	
13-Apr	20-Apr	Discover London	7	£637			£574		6	£450			£390	
20-Apr	27-Apr	Discover London	7	£637			£574		6	£450			£390	
27-Apr	04-May	Discover London	7	£637			£574		6	£450			£390	

\*Rate 1 Degree and TEFL qualification, plus experience teaching children/ teenagers

\*\*Rate 2 Degree and TEFL qualification, but no experience teaching children and teenagers.

**Homestay :** **Full-time Tutor:** 15 hours or 20 hours (dependent on excursions) a week and supervising afternoon activities from Monday to Friday.  
**Nottingham** **Part-time Tutor:** You will teach 15 or 20 hours a week from Monday to Friday in the mornings only.

We have two rates for tutors.  
**Discovery/Magical Courses** **Rate 1** for tutors who are local and have no need for travel and accommodation.  
**Rate 2** is applicable for tutors who require travel expenses to the country/town (from London) and full-board accommodation. Tutors teach and travel with the groups. Lessons are focused on fluency, cultural awareness and heritage. Tutors are expected to engage actively in all activities and supervise students at all times during the course.

**British Village** You will be accommodated on a full-board basis. Up to 30 hours of contact teaching a week, as well as supervising and ensuring the engagement of students in their evening activities every evening.

**PHOTO**

**Applications MUST include a recent photo, by law.**

**2024 Application Form**

Please indicate which position you are apply Tutor  Director of Studies (DoS)

**1. Personal details**

Family Name:	
First Name:	
Date of Birth:	
Age:	
Country of birth:	
Town/City of birth:	

Nationality:	
Sex:	
Marital status:	

Passport No:	
Date of issue:	
Place of issue:	
Valid until:	

**2. Contact details**

Permanent address:	
Postcode:	
Telephone:	
Mobile:	
Best time to call:	
E-mail:	
Skype ID:	
Dates when you may be contacted at this address:	
From:	To:

Contact address (if different):	
Postcode:	
Telephone:	
Mobile:	
Best time to call:	
E-mail:	
Skype ID:	
Dates when you may be contacted at this address:	
From:	To:

**3. For Non-British and Non-EU nationals only.**

Do you require a work permit? YES <input type="checkbox"/> NO <input type="checkbox"/>
Date of entry into the UK / Ireland / France:
<b>Unfortunately, Anglophiles is unable to assist if you need a work permit.</b>
* Should you have a work permit, please attach a copy.

**To be completed by applicants for the USA & Canada only**

Do you possess an international driving licence? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Licence No:
<b>Please include a photocopy with your application.</b>
<b>Do you hold an ESTA (USA) or an ETA (Canada) YES <input type="checkbox"/></b>

**4. Availability and centres in which you would like to teach**

Please indicate your preference for centres and course dates on the attached course preference form and fee chart.

**5. Academic education (please supply a copy of your degree certificate or any other qualifications, if applicable)**

Dates	Institution	Qualifications

**6. Teaching English as a Second or Foreign Language (please supply copies of your certificate(s) )**

Qualification Gained	Awarding Body	Obtained At

How long was your TEFL/CELTA etc course: .....
How many observed hours: .....
How many years' experience in teaching: Juniors (5 to 17) ..... Adults (18+) .....

**7. Most recent relevant teaching experience**

Employer:	
Position:	
Dates:	
Responsibilities:	
Employer:	
Position:	
Dates:	
Responsibilities:	
Employer:	
Position:	
Dates:	
Responsibilities:	

**8. Qualities and skills**

Why do you think you are suited to this role?
What are your main strengths as a teacher?
What are your main strengths as a Director of Studies?

**9. DBS information**

Do you possess an enhanced DBS or PVG, for a similar role that is less than 3 months old?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, are you part of the update service? Please provide your number. ....		
Are you willing to obtain an enhanced DBS disclosure for this role at your own cost?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**If you already have the enhanced DBS check that is less than 3 months old, in a similar role working with under 18's please include a copy with your Application Form.**

**[If you live abroad you must have a police certificate from the last country you worked in, as well as an enhanced DBS, if you have been a UK resident.](#)**

**PLEASE NOTE: ANGLOPHILES REQUIRES ALL TEACHERS TO HAVE AN ENHANCED DBS DISCLOSURE**

**10. Safety and welfare of children**

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.</b>		
Do you have any convictions? <b>If you've answered YES, you must supply details on Place it in a sealed envelope marked confidential and attach it to your application form.</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**11. Professional references (2 required)**

<b>First referee</b>	
Name:	
Position:	
Address:	
Telephone:	
E-mail:	

<b>Second referee</b>	
Name:	
Position:	
Address:	
Telephone:	
E-mail:	

Where at all possible please provide an email address of your referees.

**All references will be followed up.**

**12. Where did you hear about Anglophiles Academic?**

Anglophiles.com	<input type="checkbox"/>	<input type="checkbox"/>	Dave's ESL Caf	If other, please explain in more detail below:
Tefl.com	<input type="checkbox"/>	<input type="checkbox"/>	Total Jobs	
Studentjob.co.uk	<input type="checkbox"/>	<input type="checkbox"/>	Facebook	
Tefl-jobs.co.uk	<input type="checkbox"/>	<input type="checkbox"/>	Other	

**For others, please state where: .....**

**13. Please add below any further information you think relevant to your application**


**14. Please read and sign**

The information given by me in this form is to the best of my knowledge both true and accurate.

I also agree to the Data Protection information attached to this document

Signature ..... Date .....

**15. What happens now?**

**Before returning this Form please read through it again and ensure that you have answered EVERY question fully.**  
**A recent passport type photograph must be attached, as well as a legal form of ID i.e: Passport or ID Card. This is a legal requirement.**  
**It is important to return this form to us quickly to avoid disappointment.**  
**Interviews will be arranged with successful applicants.**

Due to the very large number of applications, we are only able to contact successful applicants. If you have not heard from us within 3 weeks, please assume that your application has not been successful.

Thank you for your interest in working for Anglophiles Academic and for taking the time to fill in this Form.

Please return your completed application form, CV and course preference form:

By email to: [nilz@anglophiles.com](mailto:nilz@anglophiles.com) (write TUTOR APPLICATION at the top of the email and in the subject box)  
 By post to: Anglophiles Academic, 140-144 Freston Road, London, W10 6TR