

# International House Newcastle



**For Office use:**

Date of application.....

**Please attach  
photo here**

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**IHoCTL Local Tutor Application Form  
International House online Certificate in Teaching Languages**

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Please read the course information carefully. It is important that your application is complete. The information you give on this form will be used by IHoCTL administration and in the selection process to determine whether you meet the criteria to act as a Local Tutor.

**1. Personal Details**

Mr/Ms/Miss/Mrs (**please select**)

Surname:

First Name(s):

Date & Place of Birth:

Nationality:

First Language

Present Address:

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.....  
.....

Tel:

e-mail:

Permanent Address (if different from above)

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.....  
.....

Tel:

e-mail:

Name and Address of School/Organisation at which you work now

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.....  
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Tel:

e-mail:



## 2. Education

**Please give subjects, dates, university/college**

University Degree(s)/Diploma(s)

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.....

Relevant professional qualifications.

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## 3. Work Experience

**(An extra sheet with this information may be attached to the application form).**

a) Please give details of your English Language Teaching experience. Indicate countries, schools, dates, age ranges and levels taught.

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b) Teacher Training experience:

- Experience of carrying out observations of practising teachers: (Please give details of types and periods of such experience).
- Experience of running seminars for practising teachers: (Please give details of dates and topics and intended audience).

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## 4. Your own professional development

**(An extra sheet with this information may be attached to the application form).**

Please indicate how you keep up to date with developments in the field of ELT. For example, give details of conferences attended and any current reading.

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## 5. Candidate Supervision

**Please give the name(s) of course participants for whom you would be responsible**

- 1
- 2
- 3

**Please note: A Local Tutor cannot be responsible for more than 3 course participants at any one time.**



## 6. Expectation

Please write a brief statement about why you want to act as local tutor for the IHoCTL.

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**I can confirm that I will remain a Local Tutor for the named course participants for the duration of the 7-month course:**

YES NO

## 8. REFEREES

Please give the names, telephone numbers and e-mail addresses of two referees who can give relevant support to this application. Indicate your relationship to each referee

1)

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2)

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.....  
.....

Signature (or email address for online applicants):

Date:

**IMPORTANT Please note that applications from a course participant can only be finally accepted once his/her Local Tutor has been agreed.**

Please return this to:  
[darran@ihnewcastle.com](mailto:darran@ihnewcastle.com)