



# ELH Teacher Training CELTA application form

Please bring your passport with you when you are called in to interview. We need to photocopy the original.

## Course selection:

I WOULD LIKE TO APPLY FOR: (write the course code in the box below to indicate your choices)

1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
If there are other course dates you would consider write them here:		

## Personal Details

Name:	
Address:	
Daytime Telephone:	Evening Telephone:
Mobile:	Email:
Date of Birth:	Present Occupation:
Nationality:	Native Language:

Other languages spoken and to what degree of fluency?

Language	Age when you learnt this	Fluency
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## Previous education & experience:

Education:			<i>Please use a separate sheet if you need to</i>
Name /location of school university etc:	Your age at the time	Qualifications gained	

<b>Experience in teaching or instruction (if any):</b>		<i>Please use a separate sheet if you need to</i>
Name/ location of employer	Year:	Brief description of your job:
<b>Experience in leading groups of people/ performing in front of an audience ( if any):</b>		
Name/ location	Year:	Brief description of your work:
<b>Other work experience:</b>		<i>Please use a separate sheet if you need to</i>
Name/ location of employer	Year:	Brief description of your work:
<b>The course:</b>		<i>Please use a separate sheet if you need to</i>
What are your reasons for wanting to do the course?		
<b>Equal opportunities:</b>		
ELH is committed to equal opportunities. If you have a disability or any special needs relevant to this course please provide details here or on a separate sheet together with your name and today's date:		
<b>How did you hear about English Language House?</b>		
<b>Agreement to CELTA terms and conditions:</b>		
I have read and agree to the CELTA terms and conditions. I enclose the £100 application fee. I understand that this is only refundable if I am not called in to interview. Once I am interviewed this sum is only refundable if ELH cannot offer me a course on any one of the start dates I selected under "course selection" above and I do not accept any alternative dates ELH can offer.		
If I am issued an Unconditional Offer I agree to pay full fees within 28 days of issue of my Offer. .		
Signature:	Date:	



# ELH Teacher Training

## CELTA pre interview task

*Please complete this task and enclose it with your application form.*

**Cpit01 - Match the words underlined in each sentence with the parts of speech. Fill in the grid below. Number one has been done for you.**

1=f	2=	3=	4=	5=	6=	7=
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<ol style="list-style-type: none"><li>1. I <u>slept</u> well last night.</li><li>2. He sings <u>well</u>.</li><li>3. I'm going <u>to</u> the library.</li><li>4. I'm going <u>to</u> <u>the</u> library.</li><li>5. Would you like <u>a</u> drink?</li><li>6. He put <u>the</u> <u>book</u> on the table.</li><li>7. She's an <u>attractive</u> woman.</li></ol>	<ol style="list-style-type: none"><li>a) noun</li><li>b) adverb</li><li>c) verb</li><li>d) preposition</li><li>e) definite article</li><li>f) indefinite article</li><li>g) adjective</li></ol>
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**Cpit02 - Why would you like to do a CELTA course and what do you hope to gain from it? Please write 100-200 words in longhand; do not use a computer; we need to see how you write using a pen.**

(please use a separate sheet if you need to)

**Cpit03 - Match the following and say why you think they are similar:**

- a. May I borrow the car?
- b. Can I help?
- c. Can you lend me some money?
- d. Would you get the door for me please?

(please use a separate sheet if you need to)

**Cpit04 - How many mistakes can you find in the following sentences? Please mark and correct the mistakes.**

I received an intresting letter this morning from a friend off mine. She was terribly upset because she had just seperated from her husband. I read her letter carefuly and decided to visit her at once. I should of thought about it twice. My car had being parked under a ladder and as I started the car the ladder felt and broke the roof.

**Cpit05 - The following text is unpunctuated. Punctuate it where necessary:**

Dear Mr Brown

Im writing to you to let you know that Ill be away from school until Monday next Im sorry I couldnt let you know in person but your secretary told me you were busy so I didnt want to disturb you

The reason for my absence is that my uncle from the United States is paying us an unexpected visit and as Im the only one in the family who speaks English Im going to have to look after him

If I had known sooner Id have told you but as I said the visit is unexpected

Yours sincerely

Maria Garcia Class B13

**Cpit 06 - What do you think an English lesson can best be compared to and why? Is it?**

- a) A consultation with an expert?
- b) A symphony with a conductor?
- c) A three course meal?
- d) A mountain walk with a guide?
- e) A military training exercise?
- f) A driving lesson?

**Please use a separate sheet for Cpit06. Make sure you write your name on the top of the sheet you use.**



# ELH Teacher Training

## CELTA Terms and Conditions

Candidates are required to select 3 or more possible start dates.

Please ensure your application arrives 10 weeks or more in advance of the start date of all start dates you have selected. CELTA places are limited and we cannot accept more than 12 trainees on any course.

### Fees:

1. Application fee of £100 to be paid when submitting the application form
2. Full Course fee to be paid within 28 days of issue of the Unconditional Letter of Offer. [Reduced by £100) if responding with full payment within 14 days of issue of the Unconditional Letter of Offer or if making payment in advance of interview]

### 1.0 Application and initial payment:

1.1 Following initial enquiry candidates will be sent the full CELTA information pack with all necessary forms. .

Candidates apply for entry to the course by:

- a. sending a completed application form
- b. sending a completed pre-interview task
- c. paying an application fee of £100 to cover all administration and assessment costs
- d. sending a signed copy of the " CELTA Terms and Conditions"

NOTE THAT: Submission of the above indicates your acceptance of our "CELTA Terms and Conditions" and signifies that you have entered into a legally binding contact with ELH.

1.2 A candidate will only be assessed and called to interview after their application fee payment has cleared.

1.3 This application fee is refundable only if:

- a. a candidate's written application is unsuccessful and they are not invited for a formal interview
- b. a candidate withdraws from the course within 14 days of submitting their application form
- c. ELH cannot offer the candidate a place on any one of the 3 start dates they have selected on their initial application and the candidate does not agree to add any further available start dates to their initial application.

### 2.0 Interviews and course start dates:

As with all CELTA centres, English Language House will run courses for which there is sufficient student intake. To ensure that we can offer as many candidates the opportunity to attend the course, we conduct our application, assessment and interview procedure as follows:

2.1 All candidates are asked to select a minimum of 3 start dates which represent 3 CELTA start dates and are assessed and called to interview based on their application form and pre-interview task.

- a. Candidates who select 3 or more start dates are assessed and interviewed soon after their application and assessment fee is received.
- b. Candidates who can only select 1 or 2 start dates should not submit an application form but rather email us their chosen start dates. They will be placed on a waiting list and notified should places become available. Notification will occur by email and they will have 48 hrs in which to submit their application. Their applications will be fast-tracked for assessment and interview and all fees will apply as stated below (see section 3).

We suggest that all applicants ensure that the start dates they have selected are an accurate indication of the dates they can attend the CELTA at ELH. Should this change they need to inform ELH in writing as soon as possible and we will endeavour to accommodate them, if possible.

- 2.2 After assessment and formal interview, candidates will be emailed a Conditional or an Unconditional Offer of a place to attend the CELTA course with English Language House.
- a. An Unconditional Offer will be given to candidates who at assessment are considered to be strong enough to attend the course on the start dates they have selected.
  - b. A Conditional Offer will usually require candidates to fulfil certain conditions in order to be able to attend the CELTA course on one of their chosen start dates or on alternative start dates in the future. Conditional offers ensure that all candidates are given the best opportunity to achieve their best possible results on completing the course.

### **3.0 Payment of the application and course fees**

ELH is not responsible for any bank/credit card/paypal/bank transfer charges incurred.

3.1 To apply, candidates are required to pay :

- a. £100 application fee (to cover the costs of administration, assessment, interview, and feedback. It is valid for 12 months).

3.2 To book a place on the course:

- a. Candidates who receive an Unconditional Offer and wish to start in the following twelve months will need to pay £1,350 within 14 days of issue of their Unconditional Letter of Offer or £1,450 if payment is made 15 - 28 days after issue of their Unconditional Letter of Offer. The Letter of Offer will be sent by email.
- b. Candidates who receive a Conditional Offer and meet the conditions within twelve months of their assessment will be given an Unconditional Offer in writing and will be required to pay the full course fee current at that time within 28 days of issue of the Unconditional Letter of Offer, unless 2.1 b applies.
- c. Candidates who have not paid within 28 days will be withdrawn from the course with no refund of their application fee.
- d. Candidates who receive a Conditional Offer and meet the conditions later than twelve months of their assessment will need to repeat all the aforementioned application stages and will be liable for the fees applicable at the time of their second application.

3.3 Full payment is required prior to the commencement of each course.

- a. Candidates assessed and offered a formal interview 10 weeks or less prior to the commencement of the course they have selected must make payment of the application fee and full course fees prior to interview.. Accepted forms of payment: credit card, debit card, cash.

### **4.0 Candidates contact details:**

Candidates must ensure they give ELH their correct contact details. If their contact details change they need to ensure that they provide ELH with updated information regarding these. ELH will use email and telephone to make contact with candidates prior to and during the course. ELH will not be held responsible if we have been unsuccessful in contacting candidates when incorrect or out-of-date contact details have been provided.

### **5.0 start dates and Start dates:**

5.1 Candidates are required to select a minimum of 3 start dates. Please make a note of these below for your reference:

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_

(add additional start dates here: \_\_\_\_\_)

5.2 ELH will endeavour to offer you one of the above dates in chronological order.

5.3 Candidates who select 3 or more start dates will be assessed soon after their application has been received. These candidates will have priority when we allocate places on the course.

5.4 Candidates who are only able to select 1 or 2 start dates as opposed to 3 or more, should not submit an application form but rather email their choice start dates to ELH as follows:

Please copy paste the text and email to on [info@englishlanguagehouse.co.uk](mailto:info@englishlanguagehouse.co.uk)

Subject: **CELTA on 1 or 2 dates only**

Email: I am interested in attending the CELTA course but can only do the following:

1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

These candidates will be placed on a waiting list and will be invited to submit an application only if there are vacancies on the course of their choice. In some instances these candidate may be assessed 28-14 days prior to the start of the course.

5.5 Candidates who have provided only 1 or 2 start dates and who, following assessment, receive a Conditional Offer may be unable to start their course on the start date/s of their choice. In this instance a candidate will receive a conditional offer with written feedback and guidance to enable them to meet the conditions required in order that they can join the CELTA course at a later date. The £100 application fee is not refundable under these circumstances.

## **6.0 Refunds:**

In the unlikely event that ELH is unable to run a CELTA course on any of the 3 or more start dates a candidate has initially selected and this candidate cannot attend any alternative start date/s, ELH shall refund the candidate's application fee and course fees in full.

## **7.0 Changing your mind about your start dates:**

ELH needs to inform Cambridge English in advance which CELTA courses will run and we rely on candidates giving us accurate selections of their start dates and committing to the start dates they have chosen.

We do not advise candidates to change their start dates. Where a candidate needs to change one of their chosen start dates they must inform ELH in writing 10 weeks or more before this start date to explain why this change is necessary and to give an alternative start date that is possible for them. Candidates can only do this once. ELH will endeavour to accommodate them, if possible. However if ELH is unable to accommodate this change the candidate will have to take up the place they booked initially or forfeit their course fees.

## **8.0 Withdrawing from the course:**

Candidates who withdraw are not entitled to a refund. In "**exceptional circumstances**" candidates may be given, at ELH's discretion, a credit note to be used for a future course. Candidates must explain in writing the "exceptional circumstances" they want ELH to consider.

## **9.0 Confirmation of your course start date:**

You will be informed of your exact CELTA course dates as soon as possible, and no less than 7 days before the start date of the course. The course will take place in Milton Keynes. The exact venue and course hours will be confirmed no later than 3 working days before the start date of the course.

## **10.0 Cooling off period:**

PLEASE NOTE THAT: Once you have chosen your start dates and paid for the course, the dates you have chosen are booked for you and you will not be able to change your mind. You can add more dates if you wish but you cannot deduct dates. Note 7.0 above, which deals with "changing your mind about your start dates".

### **14 days cooling off period after application:**

Candidates enrol by submitting their application form and paying their application fee. They have 14 days to change their mind and withdraw their application. After this time they cannot cancel their course and they will be liable for the full course fees when issued an Unconditional Offer. If during these 14 days they decide to cancel, they must email the ELH office as follows: "My name is ..... and I applied for the CELTA course at ELH. I am no longer interested in attending this course. Please can you cancel my enrolment."

Following this "14 day cooling off period" candidates' applications will be processed and they will be called to interview. Most candidates will attend a face to face interview at ELH. Candidates who cannot attend a face to face interview will be offered an online interview. All interviews must take place 10 weeks or more before the start date of the course unless 2.1 b applies. After interview candidates who receive an Unconditional Offer must pay full fees within 28 days unless 2.1 b applies..

*Please sign to show you have read the above "CELTA Terms and Conditions" and that you agree to abide by these:*

Your name ..... Signature.....Date.....