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| **CONVERSATION ASSISTANT APPLICATION FORM** | | | |
| **PERSONAL DETAILS** | | | |
| Full name as shown on your passport | | Date of birth | Male/Female |
|  | | (dd/mm/yyyy) |  |
| Mobile phone (mandatory) | Home phone | Passport number | |
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| Nationality (also include if dual) | Mother tongue | Address | |
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| City/Town | Province/Region | Post/Zip Code | Country |
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| Email Address | Skype Contact | Emergency contact name & number | |
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| Marital status | | Do you have any children? | |
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| Where did you hear about our programme? Please, give detalied information | | Indicate availability: Full programme (Sep-June) or Other ( Indicate dates) | |
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| **PERSONAL INFORMATION** | | | |
| Do you have any dietary restrictions/requirements? If yes, please give details. | | | |
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| Do you have any minor (e.g. dust, smoke, fur) or major (e.g. nuts, gluten, penicillin) allergies?  If yes, please give details. | | | |
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| Would you have any issues living with domestic pets? If yes, please give details. | | | |
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| Do you smoke? Yes  No Would you have any issues living in an environment where there could be smokers? | | | |
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| What is your Religion? | | | |
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| Please indicate if you have had any prior or current have any medical condition(s), or have received treatment of any kind related to your health within the last 5 years. If yes, please give details. | | | |
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| Please, indicate if you are receiving any financial/welfare benefits. | | | |
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| Do you have sufficient funds to cover the cost of your flights and extra money if needed to cover some personal expenses or in the case of an emergency whilst in Spain? | | | |
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| Have you ever been convicted of a criminal offence? If yes, please give details. | | | |
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| Are you **flexible** regarding school location? If no, please tell us your **preference and why.** | | | |
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| Do you have any particular preferences regarding the age of the students? Please, tick one or more. | | | |
| Flexible  Infant  Primary  Secondary  Sixth Form  (3-5 years old) (6-12 years old) (13-16 years old) (16-18 years old)   |  | | --- | | Please, indicate if you have any visible **tattoos/dreadlocks/piercings** (other than standard). If yes, please give details.  Yes  No Please, be aware that a school could ask for these to be removed/covered/taken out whilst in front of the students. | | | | |
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| **EDUCATION AND TRAINING. Current or Last School, College, University attended/attending** | | | |
| Any sections related to Education which are not applicable, please, indicate with N/A | | | |
| **Pre-University Studies\*** | | | |
| Name of the institution |  | | |
| Studies |  | | |
| City / Town |  | | |
| Started | (dd/mm/yyyy) | Ended (or indicate when due to complete) | (dd/mm/yyyy) |
| Qualification/s obtained |  | | |
| \* Pre-University Definition: EU Studies; A-levels, Highers, NVQ, or equivalent. NON EU Studies; High school diploma, Honors Graduation Diploma, or equivalent | | | |
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| **University Studies** | | | |
| Name of the institution |  | | |
| Studies |  | | |
| City / Town |  | | |
| Started | (dd/mm/yyyy) | Ended (or indicate when due to complete) | (dd/mm/yyyy) |
| Qualification/s obtained |  | | |
| Do have any teaching qualification (TEFL / CELTA or equvalent) | | | |
| Name of institution provider and qualification obtained |  | | |
| Certified hours completed  if applicable |  | | |
| Date obtained | (dd/mm/yyyy) | | |
| Please, indicate if you have any experience within a formal educational environment (e.g. as a teacher, monitor, instructor etc. in a school, college, camps, etc.).   If yes, please give details for example your role, responsibilities, name of company/institution, dates and any formal qualifications obtained. | | | |
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| Any other qualifications to emphasize? | | | |
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| Do you have any general informal experience with children? For example, babysitting, nannying, aupair, etc. If yes, please give details | | | |
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| Have you ever worked or studied abroad before? If yes, please give details. | | | |
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| Please note that an existing level of Spanish is not required to apply. However, if you know any additional languages apart from English, indicate your level (reading, writing, conversational). | | | |
| (Language) | (indicate level) | | |
| (Language) | (indicate level) | | |
| (Language) | (indicate level) | | |
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| **WORK EXPERIENCE (if any)** | | | |
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| **REFERENCES** | | | |
| **Reference 1 Obligatory Professional,** Current or previous employer/ tutor/ organisation/ charity | Contact Number | Email | |
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| **Reference 2 Obligatory,** Another Professional or Personal | Contact Number | Email | |
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| **DESCRIBE YOURSELF INDICATING YOUR SOCIAL SKILLS/PERSONALITY/ STRENGTHS ETC..** | | | |
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| **WHY DO YOU THINK YOU WOULD BE A GOOD CONVERSATION ASSISTANT?** | | | |
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| **WHAT DO YOU EXPECT TO GAIN FROM THE PROGRAM?** | | | |
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| **FUTURE PROSPECTIVES** | | | |
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| **Please indicate any other information that you feel may be relevant to your application** | | | |
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| **Signed** | | **Date** | |
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| **COMMENTS BY INTERVIEWER (not to be completed by applicant)** | | | |
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