



## Application Form for Local Tutors on the Distance Delta Integrated Programme & Module Two Programme

Please read the programme prospectus first, paying particular attention to the criteria for selection. The information you give on this form will be used by Distance Delta administration and Cambridge ESOL in their selection process to determine whether you meet the criteria to act as a Local tutor. It is important, therefore, to ensure that your application is complete and the information you submit fully reflects your abilities. Please note that a copy of your application will be sent to Cambridge ESOL for approval. Applications should be printed off, completed and faxed to (+44) 20 7117 4182 or posted to:

The Distance Delta  
16 Stukeley Street  
Covent Garden  
LONDON WC2B 5LQ

### Section 1. Personal Details

Family name \_\_\_\_\_ Given name(s) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_ First language \_\_\_\_\_  
e-mail address \_\_\_\_\_

### Section 2. School / Organisation where you will be working during the programme

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. \_\_\_\_\_ e-mail \_\_\_\_\_ Fax \_\_\_\_\_

### Section 3. Education and Teaching Qualifications

School leaving qualifications:

Level and subject	Year and grades	School / Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

University degrees / higher education diplomas (including PGCE and Master's degrees)

Level and subject	Year and grades / classification	School / Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate which of the following initial language teaching qualifications you hold:

	Date taken	Grade Awarded	School / Institution
<input type="checkbox"/> Cambridge CELTA / CTEFLA	_____	_____	_____
<input type="checkbox"/> Trinity Certificate	_____	_____	_____
<input type="checkbox"/> Other (please detail)	_____	_____	_____

Please indicate which of the following further language teaching qualifications you hold:

	Date taken	Grade Awarded	School / Institution
<input type="checkbox"/> Cambridge DELTA / DTEFLA	_____	_____	_____
<input type="checkbox"/> Trinity Diploma	_____	_____	_____
<input type="checkbox"/> Cambridge Delta Module 1	_____	_____	_____
<input type="checkbox"/> Cambridge Delta Module 2	_____	_____	_____
<input type="checkbox"/> Cambridge Delta Module 3	_____	_____	_____
<input type="checkbox"/> Other (please detail)	_____	_____	_____

#### Section 4. Work experience

Please give details of your English Language Teaching experience. Use a separate sheet of paper and include it as an Appendix to your application form.

Please include:

- Countries and schools, with dates
- Age range and levels
- Coursebooks and supplementary materials / equipment you are familiar with.

#### Section 5. Teacher training experience

Please give details of your teacher training experience. Use a separate sheet of paper and include it as an Appendix to your application form.

Please include:

- Experience of carrying out developmental and/or evaluative observations of practicing teachers. (Please give details of types and periods of such experience).
- Experience of running seminars for practicing teachers. (Please give details of dates and topics and intended audience)
- Experience of teacher training. (Please give details of courses, responsibilities, places and dates).

#### Section 6. Your own professional development

Please indicate how you keep up to date with developments in the field of ELT. In particular, give details of conferences attended and the range of your current reading. Use a separate sheet of paper and include it as an Appendix to your application form.

#### Section 7. Candidate supervision

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

1)	2)	3)
_____	_____	_____
_____	_____	_____

**NB** A Local Tutor cannot be responsible for more than three course participants at any one time (e.g. if you have three course participants on a Distance delta course which will overlap with another, you will not be allowed to tutor any participants on the second course).

**Please note** If you are endorsing the application of any course participant whose experience does not match the basic selection profile, it is essential that a reference be submitted under separate cover stating in what way the candidate is suitable for the course. IN doing this, please remember that the course is very demanding and presupposes that participants already have a good grounding in ELT methodology.

### **Section 8. Library facilities**

Does your institution have access to adequate library facilities? (See website for a list of essential titles)

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Signature (or email address for online applicants)

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Date: