

# STUDENT SUPPLEMENTARY FORM for Certificate / Diploma in TESOL

2017



**Please tick which course you would like to apply for:**

- Trinity Certificate
- EDENZ Certificate
- Trinity Certificate & EDENZ Certificate (additional charge \$120 for both)

**Please state your preferred course date: ...../...../.....**

- 5 week Intensive (plus 2 weeks preparation)
- 10 week Semi-intensive (plus 2 weeks preparation)
- 14 week Part-time (plus 2 weeks preparation)

<b>Family Name</b> <input type="text"/>	<b>Given Name</b> <input type="text"/>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Address</b> <input type="text"/> <input type="text"/> <small>Postal/Zip Code</small>	<b>Email Address</b> <input type="text"/>	<b>Contact Number</b> <input type="text"/> <small>Country Code    Area Code    Number</small>

**First Language**

**Other languages**   Beginner     Intermediate     Fluent

Beginner     Intermediate     Fluent

**How did you find out about our TESOL courses?**

Yellow Pages     Herald Advert     Local Paper     Previous Trainee     Language School     Web Search

Agent (Name \_\_\_\_\_)     Other \_\_\_\_\_

**Tick the box which best describes your citizenship or permanent Residency status:**

NZ Citizen     Australian Citizen     NZ Permanent Residency

Other (Give nationality and visa status \_\_\_\_\_)

**Emergency Contact**

Please give the contact details of your next-of-kin (please give a permanent contact address of a family member). This is in case of an emergency during the course and also in order for us to contact you after the course has finished.

Name <input type="text"/>	Relationship <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/> <small>Postal/Zip Code</small>	Telephone <input type="text"/> <small>Country Code    Area Code    Number</small>
Language Spoken <input type="text"/>	Mobile Phone Number <input type="text"/> <small>Country Code    Area Code    Number</small>
	Email Address <input type="text"/>

**EDENZ Colleges offers assistance in finding ESOL Teaching Jobs overseas for successful Trinity College TESOL candidates. This service is called "Qualify to Work" (Q2W). If you would like help in finding work overseas (for up to 12 months), please tick this box  and state which countries you would like to teach in (in order of preference / a maximum of 3).**

**Please list any health problems or other concerns that we should know about:**

**ESOL teaching experience - Please give name of school (and country if relevant) and dates of employment:**

**Where do you hope to teach ESOL in the future?**

**Hobbies and Interests:**

**Referees**

Please give the names and addresses and current contact numbers of two people who are prepared to act as referees for you. At least one of these should be an academic referee.

**Referees 1**

<p>Name <input style="width: 90%;" type="text"/></p> <p>Address <input style="width: 90%; height: 40px;" type="text"/></p> <p style="text-align: right; font-size: small;">Postal/Zip Code <input style="width: 100px;" type="text"/></p> <p>Language Spoken <input style="width: 90%;" type="text"/></p>	<p>Relationship <input style="width: 90%;" type="text"/></p> <p>Telephone <input style="width: 90%; border-bottom: 1px solid black; border-left: 1px solid black; border-right: 1px solid black; border-top: 1px solid black;" type="text"/> <small style="display: flex; justify-content: space-between; font-size: x-small;">Country Code   Area Code   Number</small></p> <p>Mobile Phone Number <input style="width: 90%; border-bottom: 1px solid black; border-left: 1px solid black; border-right: 1px solid black; border-top: 1px solid black;" type="text"/> <small style="display: flex; justify-content: space-between; font-size: x-small;">Country Code   Area Code   Number</small></p> <p>Email Address <input style="width: 90%;" type="text"/></p>
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**Referees 2**

<p>Name <input style="width: 90%;" type="text"/></p> <p>Address <input style="width: 90%; height: 40px;" type="text"/></p> <p style="text-align: right; font-size: small;">Postal/Zip Code <input style="width: 100px;" type="text"/></p> <p>Language Spoken <input style="width: 90%;" type="text"/></p>	<p>Relationship <input style="width: 90%;" type="text"/></p> <p>Telephone <input style="width: 90%; border-bottom: 1px solid black; border-left: 1px solid black; border-right: 1px solid black; border-top: 1px solid black;" type="text"/> <small style="display: flex; justify-content: space-between; font-size: x-small;">Country Code   Area Code   Number</small></p> <p>Mobile Phone Number <input style="width: 90%; border-bottom: 1px solid black; border-left: 1px solid black; border-right: 1px solid black; border-top: 1px solid black;" type="text"/> <small style="display: flex; justify-content: space-between; font-size: x-small;">Country Code   Area Code   Number</small></p> <p>Email Address <input style="width: 90%;" type="text"/></p>
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**Please sign and return this completed application to EDENZ Colleges with:**

- Two passport size photographs.
- 2-3 professional referees (contact numbers & email addresses) e.g. past employer, tutor, teacher.
- Copies of main qualifications. You may be asked to bring your originals to the interview.
- Completed Applicants Test.
- Signed Police Vetting Form.

*Note: A minor conviction from an old offence long ago may not necessarily exclude, but we must have this knowledge before you can be accepted onto a course. All information received will be kept in strictest confidence.*

- In addition please attach a photocopy of the following:  
(On the first day of the course or before, the original documents or certified copies need to be verified by the TESOL Administrator.)

**NZ Citizens** - Copy of passport, Drivers Licence, or Birth Certificate.

**Permanent Residents of NZ** - Copy of passport; front page and permanent residency stamp.

**International Students** - Copy of your passport; front page and visa page. Copy of Medical and Travel Insurance

**Note:**

\* The course starts with the pre-course Distance Learning Module, 1 week prior to the face to face course on site.

\*\* As Trinity requires early notification to arrange Moderation, Trainees who enroll for the Trinity Certificate are liable to the moderation fees (\$800), should they cancel or transfer within the week prior to the start of the course. Refunds will be to the person or agency that paid the fees. Trainees are liable for the cost of additional services requested if these were completed prior to notice of cancellation. The costs incurred for any debt recovery charges will be the sole responsibility of the Trainee. EDENZ Colleges reserves the right to charge 11% interest on any outstanding debt.

\*\*\* Q2W candidates should complete the section in this form indicating which countries they would like to teach in. On successful completion of the Trinity TESOL Certificate, EDENZ will endeavor to source an appropriate job placement. EDENZ will either interview the candidate on the employer's behalf or arrange an interview with the candidate and the prospective employer's behalf. If successful at this interview, an job offer will be given and an employment contract presented to be signed by both parties (employer and candidate). The employment contract will state the benefits and remuneration for the teaching role (including salary, accommodation, flights, etc, if applicable). Please note, EDENZ will arrange a total of up to 3 interviews with overseas employers.

**Trainee Declaration:**

I ..... (Full name) declare that to the best of my knowledge, all the information supplied on this Application Form and other documents supplied (including CV if attached), is correct and I understand that a false declaration could jeopardize my certification. I have read and understand the payment and cancellation terms on this form. I will comply with the published rules and policies of EDENZ Colleges with regard to attendance, academic progress, standard of dress, health and safety and behaviour. I also undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery.

Signed ..... Date ...../...../.....

*What happens next...*

*After receiving your application our TESOL administration staff will contact you to arrange a time that suits you to come into the school (for approximately 1 hour) for an interview. You will be asked to complete a grammar task, followed by a short writing task where you will be asked to give your reasons for wanting to do the course. After this you will be requested to attend an interview with one of the course tutors who will then tell you if you have been accepted on to the course. For overseas applications, the interview can be done over the telephone or by Skype. Please note: There is a registration fee of \$200 for students who enrol for the course from outside New Zealand (excluding NZ residents), due to the additional administration required for enrolment.*

Please return this form with the main Student Application Form

Website: [www.edenz.ac.nz](http://www.edenz.ac.nz)

