



Application Process

1. Read the Job Description, including the pay and conditions, carefully. If you have the necessary requirements for the position please continue.

If you are applying for a **teaching position** your TEFL qualification must:

- Include at least 6 hours of observed teaching practice
- Include at least 100 hours of TEFL input
- Be validated by an external body

The following qualifications meet the above requirements:

Trinity TESOL, CELTA, Qualified Teacher Status (PGCE + at least one year of teaching young learners/teenagers *post* qualification). If you have a different qualification which meets these requirements, e.g.: a Masters in TEFL, it is **your responsibility** to prove that it does so, e.g. with a letter from the awarding body stating how they do the above.

2. Decide which 3 centres you would most like to work in, in order of preference. For more information on the centres please refer to the website.
3. Complete in full all sections of the application form. Please ensure the dates you are available to work are clearly stated.
4. We will confirm receipt of your application within 24 hours. If we want to invite you for an interview you will be contacted, usually via email, within 3 weeks. If you have not heard from us within 3 weeks please assume your application has been unsuccessful.
5. If you are currently living abroad or outside of London the interview will take place over the telephone. If you are applying for a managerial position this will be followed by a second interview, which will either be face to face or over the phone.

6. The interviews may be conducted by different members of staff, depending on the position for which you are applying.
Interviews for Teachers will be conducted by Kate, Sarah or Bernie
Interviews for Directors of Studies will be conducted by Sarah or Colin
Interviews for Activity Leaders will be conducted by Kate or Bernie
Interviews for Activity Managers will be conducted by Kate or Colin
Interviews for Centre Managers will be conducted by Colin.
7. If you have been successful in the interview process you will be informed within 3 weeks. Due to the large number of applicants we are unable to give feedback on unsuccessful candidates.
8. If you have passed the interview stage you will be sent out an Offer of Temporary Employment, a Contract, a Working with Minors Declaration and a New Employee Form. You should read, sign and return the forms as soon as possible. Along with the aforementioned documents you will also need to send us:
 - a recent P45/46
 - If you are applying for a teaching/DOS position, a copy of your relevant TEFL qualification and a copy of your degree certificate
 - A copy of your passport/ID card/Driving LicenceThese forms should be addressed For the Attention of Kate Melhorn.
9. A few weeks before your start date you will be sent an email confirming the time and place of your induction with a list of useful items for you to bring to the centre.
10. Upon arrival at the centre you must report to the Centre Manager. You will be asked to show him/her a valid piece of photo ID and the originals of any qualifications you hold relevant to the position (i.e. CELTA/TESOL and degree cert for teachers, DELTA and degree cert for DOSs).

If you have any questions at any point, your first point of reference should be the FAQs section of the Twin Summer Schools website. In the unlikely event that your question is not answered here please contact Kate at kmelhorn@twinuk.com, she will respond to your email within 48 hours.