



# THE PAPAELIOU

SCHOOLS OF FOREIGN LANGUAGES

111 KARAIKOU ST., - 18532 PIRAEUS - TEL. 210 4173892  
 35 VENIZELOU ST., - 18532 PIRAEUS - TEL. 210 4119996  
 124 LAODIKIAS ST., - 18451 NIKAIA - TEL 210 4916800

Attach recent photo

## APPLICATION FOR TEACHING POSITION

Date of application : \_\_\_\_\_ Date of availability : \_\_\_\_\_

### 1. PERSONAL INFORMATION *[Please print clearly]* :

Full Name : \_\_\_\_\_

Father' s Name : \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Place and Date of Birth : \_\_\_\_\_ Nationality : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ E mail address: \_\_\_\_\_

Address in Greece : \_\_\_\_\_

Greek ID No : \_\_\_\_\_ Greek Teaching Permit No : \_\_\_\_\_ *[attach copy]*

Passport No : \_\_\_\_\_ Date & Place of Issue : \_\_\_\_\_

Marital Status : \_\_\_\_\_ No. of children : \_\_\_\_\_

Military Service / Dates and Rank : \_\_\_\_\_

*NOTE: Non-EU citizens please attach a copy of your residence permit and your work permit.*

### 2. EDUCATION *[please attach resume]*

- List below the secondary schools, colleges and/ or universities you have attended beginning with the most recent.

\_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

\_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

- List any non-degree certificate[s] and/or Training in Teaching English as a Foreign Language [TEFL] :

TITLE	LOCATION	HRS of INSTRUCTION	DATES



### 3. TEACHING EXPERIENCE *[please attach resume]*

- List all experience pertinent to English as a Foreign Language or English as a Second Language:

SCHOOL/ ADDRESS	DATES	AGES/LEVELS	Hrs / week
1.			
2.			
3.			

4. **PREVIOUS POST:** \_\_\_\_\_ **HOURLY PAYMENT:** \_\_\_\_\_

### 5. OTHER WORK EXPERIENCE

- List all full-time position other than TEFL/TESL :

EMPLOYER/ ADDRESS	DATES	POSITION
1.		
2.		
3.		

6. **Areas of specialisation or skills** that you feel may be of value for the position for which you are applying:

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7. **Attach copies** of your TEFL related degrees or certificates, of your teaching permit, as well as letters of recommendation from two [2] persons who have definite knowledge of your qualifications for the position for which you are applying.

8. Write a **statement of purpose** explaining the reasons for seeking employment at this school ; please explain how it relates to your professional goals and what you hope to accomplish by working with us.

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## **INFORMATION AND PROCEDURES**

### **FOR TEACHING APPLICANTS**

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Dear applicant,

Please read carefully the application requirements listed below. If you qualify, please continue with the application procedure. Make sure you provide the Papaeliou Schools of Foreign Languages with a telephone number you can be contacted at. Once applications are reviewed applicants will be contacted for interviews. Your application will be considered incomplete unless all required information is provided and all relevant documents are attached. Feel free to contact the school's main office with any questions related to the application procedure.

### **General Requirements**

1. Minimum age is 21.
2. The PAPAELIOU SCHOOLS do not hire casual teachers. You should expect to work at the school for a minimum of one academic year.
3. During their first year of employment, new teachers will be required to complete the PAPAELIOU SCHOOLS' in-service training program
4. The applicant must be a graduate of an accredited University and / or [in case of Greek citizen] possess a Ministry of Education Teaching permit.
5. Preference will be given to applicants who :
  - a. Possess a degree in the field of Teaching English as a Foreign Language [TEFL].
  - b. Possess a Certificate / Certification from an accredited Teacher Training Centre / Program in Greece or abroad.
  - c. Offer a wide range of hours available, including late evening hours.
  - d. Possess a Greek teaching permit or επάρκεια [Greek citizens].
  - e. Possess a valid and current visa as well as a valid passport [Foreign nationals].

### **Obligations of Applicants**

1. Be prepared to validate upon request any or all information on the application form.
2. Be available to work a minimum of four (4) hours of teaching a day, and be available to accept assignment at times and in locations as required by the PAPAELIOU Schools.
3. Be prepared to observe / demo-teach, before being employed, classes assigned by the Academic Director.
4. Be prepared to attend a 2-3-hour staff meeting once a month throughout the year.
5. Be prepared to attend teacher/ professional development seminars [in-school or at other centres], especially if no other EFL training has been acquired.
6. Accept, if hired, an initial 3-month temporary contract with the understanding that a permanent one will be offered upon successful completion of the above period.