

## CELTA\* – Candidate Application Form

### \*Certificate in Teaching English to Speakers of Other Languages

#### 1. PERSONAL DETAILS

<b>Surname</b> Click here to enter text.	<b>First Name</b> Click here to enter text.	<b>Nationality</b> Click here to enter text.
<b>Present Occupation</b> Click here to enter text.	<b>Daytime Telephone No</b> Click here to enter text.	<b>Mobile Telephone No</b> Click here to enter text.
<b>Place of Birth</b> Click here to enter text.	<b>Date of Birth</b> Click here to enter text.	
<b>Address</b> Click here to enter text.		<b>Postcode</b> Click here to enter text.
<b>Email</b> Click here to enter text.		

#### 2. RESIDENTIAL DETAILS

<b>Country of permanent residence</b> Click here to enter text.
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#### 3. DISABILITIES AND SPECIAL NEEDS

If yes, see notes for guidance for code	What support is required?
Click here to enter text.	Click here to enter text.

#### 4. EDUCATION

<b>Higher Education Subjects</b> Click here to enter text.	<b>Date</b> Click here to enter text.	<b>Qualification and Grade</b> Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>'A' levels &amp; GCSEs or equivalent</b> Click here to enter text.	<b>Date</b> Click here to enter text.	<b>Qualification and Grade</b> Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Other relevant qualifications</b> Click here to enter text.	<b>Date</b> Click here to enter text.	<b>Qualification and Grade</b> Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

**Do you speak/read/write any other languages? Comment on your level of proficiency.**

Click here to enter text.
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#### 5. PREVIOUS EXPERIENCE OF TEACHING / TRAINING

<b>Do you have any experience of teaching English as a Foreign language? Give details.</b> Click here to enter text.
<b>Do you have any experience of tutoring or teaching other subject skills? Give details.</b> Click here to enter text.

**6. ENGLISH LANGUAGE**

Is English your first language?

Was English the language of instruction at school/college/University?

Yes

No

Yes

No

Click

Click here

Click here.

Click here

If no, state your first language and give details of any English language qualification(s) e.g. IELTS, TOEFL. Cambridge requirements are level C1 / C2 on the Common European Framework.

Click here to enter text.

First Language	Qualification of English	Date taken and location	Overall Score	Written Score
Click here	Click here	Click here	Click here	Click here

**7. REFEREES**

Two referees required who would be prepared to give relevant support to this application, also indicating in what context they know you. Name, address and email.

Click here to enter text.

**8. PERSONAL STATEMENT**

Write approximately 150-200 words about your potential to be a teacher and your expectations and objectives in applying for the course.

Click here to enter text.

**9. ETHNIC ORIGIN (to be completed only if country of permanent residence is in the UK)**

*This information is not used in the selection process and is used for statistical purposes only.*

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group. Appropriate number: [Click here](#)

White		Black or Black British		Asian or Asian British		Mixed	
White	10	Black Caribbean	21	Indian	31	White and Black Caribbean	41
Irish Traveller	14	Black African	22	Pakistani	32	White and Black African	42
Information refused	98	Other Black background	29	Bangladeshi	33	White and Asian	43
				Chinese	34	Other mixed background	49
				Other Asian	39	Other ethnic background	80

**10. DISCLOSURE OF CRIMINAL CONVICTIONS**

If you have a relevant criminal conviction, enter yes or no in the box. (See notes for guidance for a definition of relevant criminal convictions, and information on DBS - Disclosure and Barring Service. (Formerly CRB – Criminal Records Bureau).

Yes	No
Click here to enter text.	Click here

**11. DECLARATION**

*I confirm that the information I have given on this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the Notes of Guidance, in particular those relating to this section. I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 2018 and will be used to form the basis of my student record. I give my consent to the processing of my data by the university. If I do not fully comply with these requirements the university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.*

Signed: [Click here to enter text.](#)Date: [Click here to enter text.](#)

Your printed signature will be accepted.

Once you have completed this form, please email to; [celta@worc.ac.uk](mailto:celta@worc.ac.uk).

Alternatively you may print and post to:

The Administrator – CELTA, Language Centre, University of Worcester, Jenny Lind Building JL2026, Farrier Street, Worcester, WR1 3BB.

You will be contacted with full instructions concerning the next stage.

If you have any questions, please read our webpages first: [www.worcester.ac.uk/celta](http://www.worcester.ac.uk/celta).If you cannot find the answer to your question, please email [celta@worc.ac.uk](mailto:celta@worc.ac.uk)



## Notes for guidance

These notes contain important information on how to make an application to the University of Worcester Language Centre (herein referred to as 'university' in these notes). If these notes do not answer all your questions please contact [celta@worc.ac.uk](mailto:celta@worc.ac.uk). Please ensure that you read these notes for guidance carefully. Fill out the form in the spaces provided giving as much information as possible. It is fine for the application form to run over to an extra page.

### Section 3. Disability/Special Needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Record any special needs or support required in the space provided. The university will use this information to make appropriate arrangement to support your studies at the university.

Disabilities/support required:

0. You do not have a disability nor are you aware of any additional support requirements in study.
2. You are blind/are partially sighted.
3. You are deaf/have a hearing impairment.
4. You are a wheelchair user/have mobility difficulties.
5. Personal care support.
6. You have mental health difficulties.
7. You have an unseen disability, eg, diabetes, epilepsy, asthma.
8. Multiple disabilities.
10. You have Autistic Spectrum Disorder
11. You have a specific learning difficulty eg dyslexia.
96. A disability not listed above.
97. Information refused.
98. Information not sought
99. Not known.

### Section 11. Disclosure of criminal convictions

To help reduce the risk of harm or injury to students and/or staff caused by the criminal behaviour of other students, you must inform us about any relevant criminal convictions that you have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them unless you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults.

By entering yes or no in the box you will not be automatically excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision.

#### Courses in teaching, health, social work and courses involving work with children or vulnerable adults.

For these courses you must enter yes or no in the box if any of the following statements apply to you:

- a. I have a criminal conviction
  - b. I have a spent criminal conviction
  - c. I have a caution (including a verbal caution).
  - d. I have received a reprimand and/or final warning.
  - e. I have a bind-over order.
  - f. I am serving a prison sentence for a criminal conviction. If statement f. applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. For these courses, you will need an 'enhanced disclosure document' from the DBS. We will send you the appropriate documents to complete.
- If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

### Section 12. – Declaration.

When you sign the form, you agree to the following conditions:

- a. The information you have given is complete and accurate. If we believe that you or your referees have left out any information or given false or misleading information we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.
- b. The university may, at any time, ask you, your referee or your employer to provide more information about your application (eg proof of identity or qualifications). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application.
- c. The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays or if the university changes its decisions later.
- d. If you accept an offer of a place you agree to abide by the rules and regulations of the university.
- e. If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus.  
If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.
- f. The university does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.
- g. Your application is a contract between you and the university. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.
- h. If you become a student of the university, this notice shall be a term of any contract between you and the university. Any offer of a place made to you by the university is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract. The university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 2018.

### The Data Protection Act

When you sign your application form, you consent to the processing of your personal data (as defined by the Data Protection Act 2018) by the university. You accept that:

- a. We may keep a copy of your application and use the information to collect statistics or monitor equal opportunities (or both);
- b. We may use or disclose information on your application for research purposes, but no information that could identify you as an individual will be published.

We will take all reasonable steps to follow the terms of the Data Protection Act 2018.

We confirm that the information provided in your application will normally be confidential between:

- a. you
- b. your referees
- c. the appropriate staff at the university
- d. your exam board(s) or awarding body.

However, we reserve the right to or we may have to give outside organisations, including the police, the Home Office, Local Authorities, examination boards or awarding bodies and the Department for Work and Pensions and its agencies, information from your application to prevent or detect fraud.