

APPLICATION GUIDANCE 2019/2020

STUDENT APPLICATION FOR LANGUAGE ASSISTANT PLACEMENT

The below form should not be completed but has been designed for reference purposes only. It aims to help applicants prepare for their application before registering and creating a profile. Applicants can see the information they will be required to provide during the application process and should take particular notice of the guidance surrounding the supporting statement.

This document may also be used by tutors and university staff to help support the applications of their students.

Applications can only be submitted online [here](#).

INTRODUCTION

If you wish to apply for the Language Assistants programme for placements in 2019/20, please complete and submit the online application **by 15th February 2019**. A complete application will include a reference which is only requested when you have pressed 'submit' at the end of the online form. Therefore please ensure you give any referees ample time before this deadline to submit their reference for you. Do not wait until the last moment and press 'submit' as they may not have time to complete this for you, which would result in your application being marked as incomplete and not taken forward.

For further advice on completing this application, please see our website to download the application guidance notes.

Application URN

Please use this unique reference number if you contact the British Council, so that we can locate your application.

Please note this application is for English speakers wishing to travel abroad. If you want to apply to come to the UK to teach another language, please check the British Council website for details of your local contact.

Have you previously participated or are currently participating in the British Council Language Assistants programme?

If you lose connection at any point while completing this application, your answers will be auto-saved.

PRIVACY NOTICE

Privacy Notice

The British Council will use the information that you are providing in connection with processing your application for the English Language Assistants (ELA) programme. We may pass your information to Gradcore Ltd and our partner organisations and schools to assess your application. The legal basis for processing your information is agreement with our Terms and Conditions of registration (contract).

The English Language Assistants (ELA) programme would like to use your email to send you our newsletter.

I would like to receive the newsletter.

You may unsubscribe at any time by emailing the Language Assistants team. We will process your personal information based on your consent.

Data Protection

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

ELIGIBILITY

Do you hold a valid UK or Irish passport?

Are you a native-level speaker of English?

Will you have lived in the UK for at least two years by the time you start your assistantship?

Will you have completed two years of Higher Education (university level) by the time you start your assistantship?

Did you complete all or the majority (3 academic years) of your secondary / further education in the UK (ages 11/12-18)?

Did you obtain your GCSEs and A-levels (or equivalent) in the UK?

Are you currently studying at, or have graduated from, a UK university?

YOUR DETAILS

Title

Given name(s) (as passport)

Family name (as passport)

Date of birth

Gender

What passport do you hold?

If you have dual nationality, please select your second travel document/passport

Passport number

Preferred Contact Details

If you are applying using your university email address and it will expire before the end of your assistantship, please withdraw this application and start again using another address.

Email address

Non-UK address

Address line 1

Address line 2

Town/city Postcode

Phone number

Do you have another correspondence address?

Next of Kin details

Name

Address line 1

Address line 2

Town/city Postcode

Phone number

Email address

Relationship to you

LANGUAGE SKILLS

This section refers to foreign language skills only

No formal language qualification is required to become a Language Assistant. These skills can be acquired through regular travel, private study or through a course at a university language centre. If we cannot see evidence from your application of how your language skills have been acquired, we may test your language skills. We would contact you in advance to arrange this.

No language skills required

China

Spain

B1 required

Argentina

Austria

Belgium

Canada (French-speaking) Chile

Colombia

Ecuador

France

Germany

Italy

Mexico

Switzerland

I have no language skills (candidates applying to China and Spain only)

Language

Level of proficiency

Please clarify how you obtained this level

If you have no formal language qualification, please write below how you acquired the required level

UNIVERSITY

Which country is your current or former university in?

Is this period abroad a compulsory part of your degree course?

Are you currently affiliated with a university language department?

Are you currently studying a foreign language?

Are you currently an undergraduate?

EDUCATION

Please provide names and details of schools/universities attended.

Higher Education

Start date

End date

Institution

Subject

Qualification

Grade

Secondary/Further Education

Start date

End date

Institution

Country

Subject(s)

Qualification

Grade(s)

Relevant qualifications

Please give details of any additional qualifications which are relevant to the role.

EMPLOYMENT DETAILS

Please give details of your employment history including relevant work experience, formal or informal (including any voluntary work) e.g. working with children or young people, teaching, extra-curricular activities etc.

Employment

Start date

End date

Job title/role

Company/Organisation

Main duties and achievements

MISC

Please give details for any dates which are not covered in either your education or employment history e.g. gap years, travelling, unemployment. All years must be accounted for.

Are you currently a British Council Language Assistant applying to stay in the same country for a consecutive year?

ESSENTIAL BACKGROUND

Driving licence and access to vehicle

Do you hold a valid UK driving licence?

Dependents

Will you be accompanied by any children on your assistantship?

Will you be accompanied by a partner or spouse on your assistantship?

DISABILITY

The United Nations Convention on the Rights of Disabled People states that disabled people include those with long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. The following information provided will not impact on the British Council's selection process for the programme and will enable us to look for a suitable placement in conjunction with our overseas partner organisations

Do you have a disability as defined above?

Regardless of whether you have a disability, if you were selected to participate in a video interview, would you require any adjustments to be made in order to facilitate your participation?

Some candidates may be invited to attend a British Council event at which catering will be provided.

Do you have any allergies or intolerances to food?

Are there any circumstances which may affect your ability to live independently abroad and/or to perform your contractual duties?

A formal medical certificate is not required by the British Council but may be required at a future date by the overseas partner agency or employing institution.

Specific requirements will be passed on to partners involved in the allocation process, however it is not possible for the British Council to guarantee a placement in an area close to a particular medical facility or at a school able to offer specific support.

CRIMINAL RECORD

Have you ever been arrested, dealt with by way of Caution/Warning/Reprimand or been convicted of a criminal offence in England, Wales, Northern Ireland or Scotland?*

*Please note you will be required to apply for a criminal record check as part of the application process and you will not be allowed to start your post until the British Council has received and approved the original version of your criminal record check. You should not travel or book travel to your destination country until the British Council has approved your criminal record check.

Have you ever committed a criminal offence overseas?

Are you the subject of any outstanding civil or criminal proceedings?

In line with our Child Protection Policy and our approach to safeguarding children, we cannot accept your application if you currently have any outstanding prosecutions or criminal proceedings for the offences outlined below or have ever been convicted of or received a caution, reprimand or warning for:

- a sexual or violence-related offence
- or any offence involving any type of harm (physical, emotional or sexual abuse) to a child or children.

We reserve the right to reject your application for any other offences. These will be assessed on a case by case basis based on the considerations stated on our website.

***I declare that I have never been convicted of any offence involving any type of harm to a child or children, nor have I ever been warned, reprimanded or cautioned in relation to such a matter. I also declare that there are no civil or criminal proceedings of any nature pending against me at the date of this declaration relating to any allegation concerning any type of harm to a child or children. I understand that if I withhold any relevant information, or present false or inaccurate information relating to my criminal record, I may render myself liable to disqualification from the programme or, if already appointed to dismissal.**

Please note that after submission of your application form if you commit a criminal offence or are the subject of any criminal proceedings you must inform the British Council in writing as soon as possible as this could affect your application and may lead to your application being withdrawn if this is not disclosed.

*** I have no objection if it is necessary for the British Council to disclose the information**

obtained from the criminal record check to the overseas partner agency and host school in order to assess the application.

SUPPORTING STATEMENT DETAILS

Motivation

Outline your reasons for applying to the programme and explain your motivation to be an English Language Assistant. This could include any relevance to future career plans (if known) and what you would bring to the role (max 1,200 characters)

Supporting Statement

Please use this section to write a supporting statement for your application. You should cover the points below in the following order:

1. Demonstrate your knowledge and understanding of your first choice country and its culture.
2. Provide examples or evidence of when you have had to adapt to a challenging/new situation, either at home or abroad.
3. Describe relevant previous experience such as teaching or working with children/young people. This could include both formal and informal examples such as work experience, babysitting, mentoring, sports clubs, brownies/scouts etc.
4. Highlight any other skills, knowledge or experience that you think is relevant to the role. As a guide we would expect a minimum of 1,500 characters for your application to be considered.

However, we advise that you make full use of the 5000 character limit (including spaces) available.

If you are a consecutive year applicant applying to stay in Colombia, Mexico, Spain or Switzerland, please see the additional consecutive year guidance notes on our website. Please see our website for a copy of the job profile.

COUNTRIES

- Please select your first, second and third choice country of application. Please note that you will initially be considered for your first choice country only.
- If you do not have a second and third choice, please select No preference. Please only select countries that you would accept a post in and are available for the full period of appointment.
- If your application for your first choice country is unsuccessful, we may contact you to offer you a transfer to another country.
- We do not transfer assistants from European to non-European countries (Canada (French-speaking), China and countries in Latin America), due to the competitive nature of these posts. Therefore if you wish to be considered for a post in a non-European country, you must select it as your first choice.
- Please note your three country choices may be three countries within Latin America.

First choice country

Second choice country

Third choice country

ENVIRONMENT

The Language Assistants programme is designed to give people the chance to move to another country and completely immerse themselves in the local culture, through assisting with the teaching of English in a nearby school or institution.

Feedback from previous assistants has told us that living in a small town can have huge benefits, as there are fewer English-speakers and you therefore will be able to practise your language skills more. In an anonymous city it's easy to fall into the habit of speaking to other English speakers and it can be difficult to meet locals.

Please be aware that these are preferences only and the British Council cannot guarantee your preferred environment. We encourage assistants to be as flexible as possible.

Please select your preferred environment(s)

No preference

Rural

Town

City

Please give reasons for your choice. The information you give here will be used by our overseas partners when allocating you to a specific post

AGE GROUP

Please refer to specific country pages regarding the likelihood of teaching certain age-groups. Please refer to the Language Assistants website for further details.

Please be aware that these are preferences only and the British Council cannot guarantee your preferred age group. We encourage assistants to be as flexible as possible.

Please select your preferred age group(s)

No preference

Primary

Secondary

Adult

Please give reasons for your choice. The information you give here will be used by our overseas partners when allocating you to a specific post.

ORDER OF PREFERENCES

Please rank your choice of preferences in order of importance:

Preference

Environment

Age

Region

REFERENCE DETAILS

If you graduated from Higher Education (university) before 1 January 2017 you will need to provide an up-to-date reference from a recent employer. If you are a student or graduated after 1 January 2017 please provide the contact details of a tutor/lecturer/year abroad coordinator at your university who knows you and can complete a reference for you.

Please select your reference type:

An automated reference request will be sent to the named contact above. I understand that it is my own responsibility for ensuring the above contact details are correct and that my referee submits a reference by **15th February 2019**.

SUBMIT

TERMS AND CONDITIONS

(a) Should I be selected to participate in the Language Assistants programme, I agree to adhere to the Language Assistants code of conduct, available as a pdf on the apply page of the Language Assistants website.

(b) I declare that in submitting this form it is my intention to proceed with my application for a post as an English Language Assistant and to complete the full period for which I may be appointed. I have read and I accept the conditions as set out in the Language Assistants website.

(c) I agree to the full terms and conditions, available as a pdf on the apply page of the Language Assistants website.

I accept the terms and conditions outlined above.