



## English Language Institute (ELI)

### Learning Advisor Application Form

Please complete the following details (feel free to adjust the space needed) and email this form as a PDF document (preferred) or Word document together with a cover letter to Search Committee at: [salcrecruitment@kanda.kuis.ac.jp](mailto:salcrecruitment@kanda.kuis.ac.jp) (please do not exceed 1MB).

<b>1. Name</b> Last				Attach a passport size photo taken within the last six months
First				
Middle				
<b>2. Place of Birth</b> City (State)		Country		
<b>3. Nationality</b>				
<b>4. Current Address</b>				
(Tel)		(Fax)		(Email)
<b>5. Permanent Address</b> (if different to above)				
(Tel)		(Fax)		(Email)
<b>6. Educational Background</b> (in chronological order from most recent to least recent)				
Qualification (Degree/Diploma & Specialisation)	Institution	Location (City/State, Country)	Dates Attended: From – To (mm/yyyy)	Date Graduated

**7. Teaching / Advising Experience** (in chronological order from most recent to least recent)

<b>Employer</b>	<b>Location</b> (City/State, Country)	<b>Subjects/Levels Taught</b>	<b>Dates: From – To</b> (mm/yyyy)	<b>Full-time or part-time</b> (hours per week)

**8. Other Work Experience** (in chronological order from most recent to least recent)

<b>Employer</b>	<b>Location</b> (City/State, Country)	<b>Type of Work</b>	<b>Dates: From – To</b> (mm/yyyy)	<b>Full-time or part-time</b> (hours per week)

**9. Research** (interests, presentations, publications as applicable)

**10. Languages** (and proficiency level)

**11. Other relevant skills/experience**

**12. Names and contact details of three referees**