

## Information Packet

### A Letter from the Director

Dear CETP Applicant,

Thank you very much for your interest in CETP!

Participating in a program like CETP can be a challenge — you'll travel far from home, and begin a new job in a completely foreign environment. You'll be working alongside people who speak little or no English, and who are from a culture that may not be as similar to ours as it at first appears. But, we think that's part of what makes this an unforgettable experience, and one from which you'll gain as much as you give.

We recommend that you read over all of our enrollment materials before you begin filling out the forms, so that you get an overview of the enrollment process.

Your careful preparation of your enrollment packet will ensure that your request for a teaching placement through CETP is processed as quickly and as efficiently as possible. We encourage you to also review our website, as the information there should help you in filling out the enrollment materials. Feel free to call our office if any questions arise during the enrollment process.

Please allow at least 1-2 weeks for processing of your enrollment packet, as CETP evaluates each application on its own merits. We may be in touch during that time if we have questions regarding your qualifications or your placement preferences. We will notify you of your acceptance into the program as soon as possible.

We will know by mid-March (mid-October for Winter) how many of our current teachers are extending for an additional year. This will then give us an accurate picture of which schools will be available. We can then fairly quickly offer new

applicants a choice of communities—pairing special requests with the schools' specific requirements. We often receive requests throughout the summer months from school directors who are new to our program. Also new towns and schools may be added or deleted at any time. You can check the current list of “places you may go” at ([www.cetp.info/inside/where.htm](http://www.cetp.info/inside/where.htm)).

Please be aware that host country entry and work visa requirements can change without warning. We will immediately notify you of any such change.

We will do our utmost to place you in a teaching position that meets most or all of your geographic criteria, but applicants should remain flexible until they receive a final confirmation of placement from CETP. Sometimes, the placement that most closely meets your needs in terms of student age and motivation, town size and cultural amenities, and many other factors, may not necessarily be in your first choice of region. Thank you in advance for your understanding.

Again, if you have any questions concerning our program, the enrollment procedure, or your qualifications to teach for us, please don't hesitate to get in touch.

Best Wishes,

*Mary B. Rose*

Mary B. Rose  
Program Director  
(503) 287-4977  
mary.cetp@gmail.com

### This Information/ Application Packet Includes:

- Program Information
- Enrollment Instructions
- Hiring Timeline
- Application Checklist
- Enrollment Form
- Terms and Conditions
- Program Fees
- Payment Slip

### Our Mission

The Central European Teaching Program provides native English-speaking teachers in elementary and high schools throughout Hungary.

We do place applicants in Budapest schools, though our heart lies in serving students in com-

munities who would otherwise have little or no opportunity to communicate in English.

CETP also offers native English speakers a meaningful long-term professional and cross-cultural experience, and a unique opportunity to become an active part of a Central European community.

## Frequently Asked Questions

**Am I eligible?** If you are a native speaker of English who has or is willing to get some teaching experience before going over to Europe, we most likely can find a teaching placement for you. The basic requirements are: You must be a native speaker of English. You must be a citizen of the US, Canada, the UK, or Australia. You must have earned a Bachelor's degree before you begin teaching through CETP. You must be in good health. And, you must complete at a minimum a 40-hour online TEFL course (Teaching English as a Foreign Language).

**Do I need to have teaching experience before I apply?** No, as long as you are willing to take a TEFL course and do 20-hours of volunteering in a classroom setting before your job in Europe begins.

**Do I need a Bachelor's degree in English or Education to be eligible?** No— any B.A. or B.S. degree will do. We work with a wide range of applicants, from all academic and professional backgrounds. We accept all majors, and in fact non-English majors may find themselves at an advantage, as many schools need teachers of history, social sciences, economics, and other subjects.

**Is there an age limit?** There is no age limit on either end, though of course most applicants are at least 21 because they've graduated from college. Several of our teachers are of or near retirement age.. Please note that good hearing is essential when teaching conversational English. Hungary requires that our teachers be in good health and verify this with a letter from their doctor.

**How likely is it that you can find a teaching placement for me?** We are continually recruiting new member schools, and in recent years have always had schools for all of our applicants who applied in a timely fashion (by mid-summer for fall term and by December for winter). Of course those who apply earliest have the most options, though even those who sign on later most often end up with a school they love. While we do our best to place you in your first choice of town or region, and are able to meet applicants' criteria in the majority of cases, some flexibility is required. If an applicant is not accepted into the program, all fees paid will be refunded in full. For more information on refunds, please see our Terms & Conditions.

**Can I teach anything else besides English?** Yes. Most of our teachers teach conversational English, but a significant minority also teach classes such as History, Literature, German, Social Studies, American and British Culture, as well as various electives. All classes except German are taught in English. Some teachers coach basketball, soccer, or other sports as volunteer activities.

**How many hours a week will I work?** The typical timetable is approximately 22 classroom hours per week, consisting of 4 – 5 hours per day, Monday through Friday. This does not include tasks such as planning lessons, writing and marking exams, etc., which may add another 15 hours per week to your schedule. Applicants placed in preschool/kindergartens are required to be on duty 40 hours per week. However, they have no additional outside tasks such as lesson preparation.

*"As an east coast American, I forgot that people could be so nice! Since the first day, the students have been really friendly and have paid special attention to me."*

James Crandall  
Hungary

**Is this a real job, or am I volunteering or working as a teacher's assistant?** This is a real job, and CETP teachers are full teachers, not assistants. Our teachers are employees of the host country government and are therefore subject to the same rules, regulations, and benefits as their local colleagues. CETP teachers receive a salary that is the same as that of host country teachers. Full health insurance is provided, as are paid holidays.

**Can I go anywhere in Central Europe?** Currently CETP is placing teachers in cities, towns, and villages throughout Hungary only. Although our list of schools is expanding yearly, there can be a lot of competition for Budapest and surrounding areas. Your ability to attract a job offer from our schools depends in part on your enrollment packet, a copy of which will be forwarded to suitable schools. The CETP staff will do our best to help you get a placement in the region you are looking for, but applicants must remain flexible.

**Can I go with my friend, partner, spouse, or child?** We can place friends applying together, as well as spouses and partners. However, if you are coming with school-age children, it is often difficult for them to receive English instruction in some required courses such as math. Applicants coming with someone else should apply as early as possible.

**I noticed that CETP requires "notarized documents," such as a notarized copy of my diploma. What is this?** In order to process your work permit, your CETP host school will need to submit a notarized copy of your college or university diploma, and other documents, to the local labor authorities. When you get a photocopy of a document notarized for CETP, you are asking someone who is a registered public notary to sign, stamp, and date the photocopy, attesting to the fact that the photocopy is a "true and exact copy" of the original document, nothing more. You do not need the notary to notarize any other aspect of the document, such as the validity of the information contained in the document, or the signatures on the document.

**How do I notarize documents?** First, make a good quality black-and-white photocopy of your original document. Then take both the original document and the photocopy to a public notary, which you can find at any bank or copy shop. Ask the notary to certify that the photocopy you have is a "true and exact copy of the original." Ask the notary to sign and stamp the photocopy itself.

**When should I apply?** We recommend that you apply as soon as you are sure you want to teach in Central Europe. Applying early will increase your chances of getting placed in a host institution that most closely meets your preferences. If you have special placement needs (requesting a particular city, wishing to be placed with a friend or partner, bringing a pet) please apply early if possible!

**How late can I apply?** We can nearly always place last minute teachers in August for fall and sometimes as late as January for winter.

**Can I submit an incomplete application?** CETP welcomes applications from college seniors, and we realized that some applicants will not be able to get teaching experience, earn a TEFL certificate, or have their diploma in hand until shortly before departing for Hungary. If you have a special reason for needing a deadline extension, we will of course try to accommodate you. However, we may not be able to proceed with your placement until your application is complete. If you would like to request an extension on the deadline for submission of any of the application documents, please enclose a short written explanation, telling us when we can expect the missing application materials.

*"In Hungary, my confidence increased as far as my ability to communicate with people and my ability to touch other people's lives."*

Dalen Todd  
Hungary

## Program Details

**Length of Program** Most of our participants teach for the standard school year, September to June. We do offer a few one semester placements, most commonly for winter term. Extending your placement for an additional semester or year is usually possible (see below).

**Extending Your Placement** If you wish to extend your placement for an additional year, you will need to notify CETP in writing by March 15<sup>th</sup>. Your renewal fee is due by May 1<sup>st</sup>. To extend a fall semester placement to cover the full year, you will need to notify CETP by October 15<sup>th</sup>. The renewal fee is due by November 15<sup>th</sup>. If extending for an additional year, you will also need to apply for a new visa (unless you are a citizen of an EU member state). CETP will assist you with applying for a new visa.

**Insurance** As state workers, all participants are covered through the health care plan of their host country government. This insurance covers all medical services, from doctor's visits to low-cost prescriptions to surgery. In addition, all US participants are required to obtain either the International Student Identity Card or the International Teacher Identity Card, both of which provide travel and emergency evacuation insurance. Visit your nearest STA Travel agency, or call 1-800-781-4040 to order your ID card. The cost is approximately \$25. The ISIC and ITIC cards include

- Discounted student/teacher airfares
- Sickness and accident travel insurance
- 24-hour global emergency assistance

Depending on your needs, you may prefer to also purchase an insurance policy specifically designed for those living abroad. Prices usually begin at around \$50 per month, and most travel agencies and travel guidebooks can recommend some reputable programs.

**Visas** CETP will provide you with all the documentation you need to apply for a visa once you are in Hungary. Your passport must be valid for at least one year beyond the end of your planned stay in Hungary. The Hungarian consulate will not accept passports in poor condition, or with few remaining blank pages. If your passport is even slightly damaged, or has only a few blank pages, you are strongly advised to obtain a new one.

**Finances** CETP teachers receive a salary that is average by local host country standards. This salary is adequate to cover reasonable living expenses plus regional travel. However, we recommend that teachers have a minimum of \$500 available to them if needed—more if substantial travels are planned. Teachers will need money to tide them over until their first paycheck arrives approximately a month after the start of the semester. They will also need to cover personal expenses while at orientation. Although most teachers can live reasonably well on their teacher salaries, many find that private tutoring helps make ends meet; and others dip into their US savings accounts on a regular basis to fund the type of lifestyle they want to enjoy in Central Europe.

### Cancellations

Please see the Terms & Conditions for cancellation information.

*"I felt I was making a difference in my students' futures, by encouraging their language abilities and thus helping them see the world from different perspectives."*

Maya Milhous  
Hungary

## Terms and Conditions

*As an applicant to the Central European Teaching Program (hereafter referred to as "CETP"), I am aware that my participation in the program is contingent upon my understanding and agreement to uphold CETP's Terms and Conditions which are listed below.*

The applicant agrees that all the information provided in the application is true to the best of their knowledge and acknowledges that any false or misleading information may lead to immediate dismissal from the program.

CETP reserves the right to reject any applicant who fails to meet program eligibility criteria, or whose employ is not considered to be in the general interests of the program. In the event that CETP refuses an applicant's acceptance into the program, all fees received shall be refunded.

## FEES

The participant agrees to pay all fees in full before departure, in accordance with the following guidelines:

- All applicants must pay a \$500 enrollment fee at the time of application.
- Applicants for fall semester must pay 50% of the remainder by April 1st with the final payment due no later than May 15th. For those applying after these dates, all fees are due at time of application unless an agreement is reached with CETP to pay later.
- Applicants for winter semester must pay 50% of the remaining fee by September 15th with the final payment due no later than October 15th. For those applying after these dates, all fees are due at time of application unless an agreement is reached with CETP to pay later.
- **All fees must be paid prior to our sending you the necessary documentation to apply for your residence visa.**

## CANCELLATIONS / WITHDRAWALS

All cancellations must be provided to CETP in writing. Verbal cancellations are

not acceptable. Participants who withdraw from CETP after having received official notification of placement, and prior to May 31 (October 31 for Winter) forfeit his or her Enrollment Fee.

Withdrawal after the above dates will be assessed a cancellation fee of \$1500. CETP may lower or waive the cancellation fee for reasons we deem compelling.

Applicants not accepted into CETP will receive a Full refund.

CETP cannot refund fees should a participant decide, after arrival in the host country, that he or she is unsuitable for participation in the program.

The participant must supply CETP with the name and contact details of next of kin, to be contacted in the case of an emergency.

The participant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions in their host community; and must be aware of local conditions that may present health or safety risks when making daily choices and decisions. Each participant must take full responsibility in the event that laws, regulations, or customs are broken, regardless of foreknowledge.

Participation on the program begins on the first day of orientation in the host country or the first day a participant is required to be at their assigned school, whichever date is earlier, and the program ends on the last day of a participant's (initial) teaching assignment. Should a participant choose to renew in the program for a further term of service, the participant is responsible for paying CETP the appropriate extension fee in order to remain a participant in the program.

It should be understood by the participant that the working and living conditions in the host country are likely to be very different to those in the participant's home country, and in some instances may be quite basic. Much of the information concerning the program, the host institution, and the host country is provided to CETP by the host

institution or others. While CETP believes this information to be generally correct, CETP cannot guarantee its accuracy or timeliness and thus makes no representations or warranties about these statements or the actual conditions.

The participant agrees to accept his or her living conditions and to respect the host institution's guidelines and policies, including those with regard to conduct, delinquency, salary and terms of employment.

Although CETP operates this program, other terms and conditions applicable to the participant will be contained in a separate contract between the participant and the host institution. CETP will endeavor to monitor compliance with the contract by the host institution; however, CETP has no power or authority to enforce compliance by the host institution, and shall not be responsible for any failure by the host institution to comply with such contract.

All travel before, during and after the program is at the participant's own risk. Any participant who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission and insurance and does so at his or her own risk.

While CETP will always endeavor to fulfill its responsibilities, CETP cannot accept liability or responsibility for any alterations, delay or cancellation caused by threat of war, fire, sickness, bad weather, acts of government or public authority or other circumstances amounting to a "force majeure."

## Central European Teaching Program Enrollment Form

Please fill in online and print or, if filled in after printing, please type or print neatly in black ink

FULL NAME (As in Passport)

\_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms \_\_\_ Other (check one)

First \_\_\_\_\_

Middle \_\_\_\_\_

Last \_\_\_\_\_

**PERMANENT ADDRESS**

Valid from \_\_\_\_\_ to \_\_\_\_\_

Street: \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_

Eve Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**CURRENT ADDRESS (if different)**

Valid from \_\_\_\_\_ to \_\_\_\_\_

Street: \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_

Eve Phone (\_\_\_\_\_) \_\_\_\_\_

**PASSPORT DETAILS (must match passport)**

Date of Birth (day/mo/yr) \_\_\_\_\_

City & State of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Passport No. \_\_\_\_\_

Issue date \_\_\_\_\_

Expiry date \_\_\_\_\_

Mother's Full Maiden Name \_\_\_\_\_

**EMERGENCY CONTACT**

Name and relationship of contact person:

\_\_\_\_\_

Day phone of contact person: (\_\_\_\_\_) \_\_\_\_\_

Do you have any criminal convictions? \_\_\_Yes \_\_\_No If yes, give

Please list any dependents accompanying you:

Full name \_\_\_\_\_

Date of birth \_\_\_\_\_

Relationship \_\_\_\_\_

Full name \_\_\_\_\_

Date of birth \_\_\_\_\_

Relationship \_\_\_\_\_

(Dependents must have adequate insurance)

How did you first hear about CETP? Please respond here, even if previously noted. (check all that apply)

- \_\_\_ Internet search
- \_\_\_ College career center
- \_\_\_ College study abroad center
- \_\_\_ Contact with former or current CETP teacher
- \_\_\_ GoAbroad.com, TeachAbroad.com
- \_\_\_ Dave's Internet Café
- \_\_\_ TEFL School / Course
- \_\_\_ Other: \_\_\_\_\_

**PLACEMENT INFORMATION**

Though CETP's staff do their best to take all of your preferences into consideration when locating a placement for you, please realize that our host schools have the final say in hiring.

I am best suited to teach at the (check all that apply):

- \_\_\_ elementary level
- \_\_\_ high school level

I would prefer to live in (rank in order of preference, with "1" being first choice):

- \_\_\_ a small town (under 10,000)
- \_\_\_ a small city (10–50,000)
- \_\_\_ a large city (over 50,000)
- \_\_\_ a town or region with other volunteers
- \_\_\_ Send me anywhere

If you have a specific placement request, please list:

\_\_\_\_\_

\_\_\_\_\_

Are you applying with anyone else? \_\_\_Yes \_\_\_No \_\_\_

Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

### CETP Enrollment Form Continued

Please type or print neatly in black ink

If applying with someone else, please rank these options in order of preference (1 = ideal 4 = would not consider):

- sharing an apartment
- living separately in same town
- living in same region
- living far away from each other

**HEALTH**

Please give details where applicable:

Do you have any physical limitations that will affect your active participation in this program?

\_\_\_\_\_

\_\_\_\_\_

Are you undergoing any sort of medical treatment (including medication for depression or other mental illness, help for chemical dependency, or treatment for a chronic disease)?

\_\_\_\_\_

\_\_\_\_\_

Do you have any allergies? \_\_\_\_\_

\_\_\_\_\_

Are there any foods which, for medical or personal reasons, you do not eat? \_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL INFORMATION**

If accepted into CETP, will you need to defer student loans? (This information will in no way affect your application for admission.)

Check answer:  Yes  No

List all colleges/universities attended, beginning with current or most recent institution.

1. Name of school/university \_\_\_\_\_

Degree awarded and GPA \_\_\_\_\_

Major (s) \_\_\_\_\_

Dates of study \_\_\_\_\_

2. Name of school/university \_\_\_\_\_

Degree awarded and GPA \_\_\_\_\_

Major(s) \_\_\_\_\_

Dates of study \_\_\_\_\_

3. Name of school/university \_\_\_\_\_

Degree awarded and GPA \_\_\_\_\_

Major(s) \_\_\_\_\_

Dates of study \_\_\_\_\_

**TEFL COURSES**

List any relevant education or TEFL courses taken, currently enrolled in or intended prior to teaching in Hungary. (see next page)

Title of course / Credits or certificate earned

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**LANGUAGE SKILLS**

Which languages (besides English) do you speak, and at what level?

1. Language \_\_\_\_\_

Fluency and teaching level (check one each)  
 Native  Fluent  Competent  Basic

Qualified to teach conversationally? Yes No

2. Language \_\_\_\_\_

Fluency and teaching level (check one each)  
 Native  Fluent  Competent  Basic

Qualified to teach conversationally?  Yes  No

CETP Enrollment Form Continued

Please type or print neatly in black ink

**WORK EXPERIENCE (begin with current or latest)**

1. Employer/ organization \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number \_(\_\_\_\_\_) \_\_\_\_\_  
 Positions held \_\_\_\_\_  
 \_\_\_\_\_  
 Dates employed (from/to) \_\_\_\_\_

2. Employer/ organization \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number \_(\_\_\_\_\_) \_\_\_\_\_  
 Positions held \_\_\_\_\_  
 \_\_\_\_\_  
 Dates employed (from/to) \_\_\_\_\_

3. Employer/ organization \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number \_(\_\_\_\_\_) \_\_\_\_\_  
 Positions held \_\_\_\_\_  
 \_\_\_\_\_  
 Dates employed (from/to) \_\_\_\_\_

**TEACHING EXPERIENCE**

Fill out only the appropriate section. If you will be taking a TEFL certificate course, please check here: \_\_\_\_\_

No teaching experience to date: If you have not acquired any teaching experience at the time of applying to CETP, please indicate your expected completion month and year for obtaining at least 20 hours of teaching experience:  
 \_\_\_\_\_/\_\_\_\_\_

State Non-certified / Volunteer teachers: Please attach a separate letter on letterhead verifying your most recent or most intensive teacher training experience. The letter should be written by someone who has observed your teaching, and should include:

- supervisor's name, daytime phone number and email address
- description of teacher training you received
- subject you taught
- average number of students in your class
- age range of your students
- total number of hours of classroom teaching
- feedback on your teaching ability

State Certified Teachers: Please attach a copy of your certificate.

Subjects taught \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Grade levels taught \_\_\_\_\_

Extracurricular/other experience \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SELF-EVALUATION**

How do you feel about dealing with some or all of the following?

1. Not being able to buy fresh produce year round
2. Jealousy from neighbors, co-workers, or strangers due to your free apartment and higher standard of living
3. Bureaucratic headaches such as multiple trips to Hungarian authorities to get your residency permit
4. Getting ripped off in shops or restaurants because you are perceived as a "rich Westerner"
5. Living in a small studio apartment
6. Living in a private apartment that is attached to your school (former caretaker's apartments)
7. Living in a cement, Communist-style housing block (externally similar to low-income housing projects in the U.S.)
8. Not having a dryer on the premises
9. Not having a phone in your apartment (We require that you purchase a cell phone)
10. Having to commute half an hour or more on public transportation to your school – common in Budapest

Which of the above possibilities bothers you most and why? What personality traits have prepared you to deal with the above possibilities?

How will you react if your students voice opinions in class that you find offensive (e.g. sexist/ racist/anti-American/homophobic/ other)?

## CETP Enrollment Form Continued

**Agreement to Terms and Conditions**

The undersigned confirms that the statements contained in this enrollment form are accurate to the best of his or her knowledge, and understands and accepts the Terms and Conditions of the program (see page 5). The undersigned releases the Central European Teaching Program ("CETP") from all actions, causes of action, damages, claims or demand which the applicant or his or her dependents may have for all injuries and other damage, including death and loss of property or money, which the applicant may incur as a result of participation in the CETP program.

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Signature

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Date

**Statement of Purpose**

Please provide a typed essay, maximum two pages, that answers the following questions:

- 1) What are your main reasons for wishing to teach in Central Europe?
- 2) What life experiences have prepared you for living and working abroad?
- 3) Given the fact that Central Europe has been experiencing a huge influx of western ideas and culture - not all of which are good or universally appreciated - how would you define your potential role as:
  - an American\*?
  - a teacher?
  - a temporary member of a Central European community?

(\*Please amend accordingly if you are not American.)

Please also include information on recent overseas study/work experiences—any other experiences that are relevant to teaching Central European students—your hobbies and interests—anything else you would like the decision committee to know about you

**Recommendation** Please type or print neatly in black ink

**To the applicant:** This recommendation should be completed by someone who knows you in a work setting. If you have graduated from college in the past five years, this form may be filled out by a former professor who knows you and your academic work well. Be sure to provide your reference person with a stamped envelope, addressed to CETP, 3800 NE 72nd Avenue, Portland, OR 97213.

Recommendation for (name): \_\_\_\_\_

Applicant's day ph. #: \_\_\_\_\_ Applicant's eve ph. #: \_\_\_\_\_

Name of person writing recommendation: \_\_\_\_\_

Ph. #: \_\_\_\_\_ Email address: \_\_\_\_\_

Your job title and organization's name: \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you known the applicant? \_\_\_\_ Yrs. In what capacity? \_\_\_\_\_

To the person writing the recommendation: The candidate whose name appears above is applying to spend a year teaching conversational English in a Central European school. Successful interaction in a foreign environment clearly demands qualities and strengths beyond those necessary to function in the applicant's own society. Please consider that the applicant may be the only native English speaker in town and that s/he will be responsible for teaching conversational English to primary, secondary school, or university students. Additional letters of recommendation are encouraged, and may be attached if desired. *Please candidly evaluate the qualities this candidate possesses by ranking him/her from 1 to 5 on the criteria below, with 1 being excellent and 5 being very poor (please circle your answers).*

1 = excellent      2 = very good      3 = fair      4 = poor      5 = very poor

Copes well with stressful situations    \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Exhibits diplomacy and tact            \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Adaptability to new situations        \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Ability to laugh at difficulties        \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Openness to differing views            \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Communication skills, verbal            \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Communication skills, written        \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Problem-solving skills                    \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Emotional balance                        \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Reliability                                \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Maturity                                    \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_Don't Know

Factors that might prevent the candidate from thriving personally or professionally in Central Europe include (please list):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I recommend this candidate to the CETP selection committee:

\_\_\_with reservations      \_\_\_ with very slight reservations      \_\_\_ with no reservations

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you very much for your time!

**Recommendation** Please type or print neatly in black ink

**To the applicant:** This recommendation should be completed by someone who knows you in a work setting. If you have graduated from college in the past five years, this form may be filled out by a former professor who knows you and your academic work well. Be sure to provide your reference person with a stamped envelope, addressed to CETP, 3800 NE 72nd Avenue, Portland, OR 97213.

Recommendation for (name): \_\_\_\_\_

Applicant's day ph. #: \_\_\_\_\_ Applicant's eve ph. #: \_\_\_\_\_

Name of person writing recommendation: \_\_\_\_\_

Ph. #: \_\_\_\_\_ Email address: \_\_\_\_\_

Your job title and organization's name: \_\_\_\_\_

Street address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you known the applicant? \_\_\_\_ Yrs. In what capacity? \_\_\_\_\_

To the person writing the recommendation: The candidate whose name appears above is applying to spend a year teaching conversational English in a Central European school. Successful interaction in a foreign environment clearly demands qualities and strengths beyond those necessary to function in the applicant's own society. Please consider that the applicant may be the only native English speaker in town and that s/he will be responsible for teaching conversational English to primary, secondary school, or university students. Additional letters of recommendation are welcome, and may be attached if desired. *Please candidly evaluate the qualities this candidate possesses by ranking him/her from 1 to 5 on the criteria below, with 1 being excellent and 5 being very poor (please circle your answers).*

	1 = excellent	2 = very good	3 = fair	4 = poor	5 = very poor	
Copes well with stressful situations	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Exhibits diplomacy and tact	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Adaptability to new situations	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Ability to laugh at difficulties	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Openness to differing views	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Communication skills, verbal	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Communication skills, written	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Problem-solving skills	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Emotional balance	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Reliability	___1___	___2___	___3___	___4___	___5___	___ Don't Know
Maturity	___1___	___2___	___3___	___4___	___5___	___ Don't Know

Factors that might prevent the candidate from thriving personally or professionally in Central Europe include (please list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I recommend this candidate to the CETP selection committee:

\_\_\_ with reservations      \_\_\_ with very slight reservations      \_\_\_ with no reservations

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you very much for your time!

### CETP Application Checklist

Except for your payment and payment slip, you will need to make three sets of everything:

- Set 1 should be in an envelope or folder marked “CETP-US Director.” The copies of documents in this set do **not** need to be notarized.
- Set 2 should be in an envelope or folder marked “CETP-European Director”. It's necessary for the required documents in this set to be notarized as stated in the previous instructions.
- Both sets should be mailed to CETP, 3841 NE 68th Ave, Portland, OR 97213-5118.
- Set 3 should be kept for your records.

Please attach an official passport photo here.  
Please print full name on back of photo.

Check all items that are enclosed with your application packet. (For items which you plan to submit at a later date, please jot down the expected submission date after the relevant item on the checklist below.)

#### Section A, General

- Completed enrollment form
- Statement of purpose essay
- Copy of your passport photo and facing page
- Copy of your marriage certificate—if any
- Small sealed envelope containing two official passport-size photos, with name printed on back of each photo
- Copy of your doctor’s letter on letterhead, dated May 1 or later for fall applicants, or September 1 for winter applicants. A copy of test results of TB test should accompany letter. (Original or notarized copy of letter for Hungarian Director)
- One copy of your Background Check (May be mailed directly from Sentry Link).
- One copy only of signed and dated CETP contract to be included in set 1.
- \$500 enrollment fee

#### Section B, Education

- Copies of *all* university diplomas. (Copies for Hungarian director to be notarized)
- Current Students Only: Letter from college registrar with embossed college seal, verifying student status and stating expected graduation date
- OFFICIAL college transcripts (*required only if you have not yet graduated or do not have access to your college diploma/s*)
- Copy of teaching or TEFL certificate (Copy for Hungarian director to be notarized)

#### Section C, Experience

- Letter on letterhead verifying teacher training and/or 20 hours of classroom experience Teaching English as a Foreign Language (may be mailed in separately)
- Two completed recommendation forms (may be mailed in separately)
- A one-page resume, with photo, highlighting your teaching experience and experience working with children or young adults (don’t undersell yourself; this is the primary document our schools look at when choosing a teacher)
- Optional: A short summary of an elective course you would like to teach.

*For your records:* Be sure to keep a copy of the Application Checklist with a copy of your entire enrollment packet.

PROGRAM FEES (Effective January 1st 2016)	Full Year	Semester
<b>Enrollment Fee:</b> This fee is <i>nonrefundable after May 31st</i> (Unless we have a prior agreement or CETP is unable to find a suitable placement for applicant).	\$500	\$500
<b>Balance Due:</b> This balance is due before final acceptance into program. Failure to pay when due will result in forfeiture of Enrollment Fee.	\$2000	\$1400
<b>Placement fee for additional year following one full year:</b> This fee covers all CETP services provided to you for each consecutive year that you teach <i>at the same school</i> in our program. The higher fee is for additional year <i>in a new school</i> in our program.	\$750 \$1000	\$500
<b>Placement Extension Fee after one semester:</b> This fee covers all CETP services provided to you for each consecutive extension <i>at the same school</i> in our program. The higher fee is for additional year <i>in a new school</i> in our program.	\$1200 \$1500	\$700

## CETP Payment Form

### ENCLOSE THIS PAGE WITH EACH PAYMENT

Minimum initial payment due: \$500. Please complete and mail in this form with your payment and your completed Enrollment Form. *Please make your check or money order in US funds payable to CETP.* Mail to:

Central European Teaching Program  
3841 NE 68th Avenue  
Portland, OR 97213-5118

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Phone (daytime) (\_\_\_\_) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

<input checked="" type="checkbox"/> Enrollment Fee (Required at time of application )	<b>\$ 500.00</b>
<input type="checkbox"/> One half of contract fee balance, (\$1000 or \$700 for semester placement) due April 1st (or September 15th for winter semester).	\$
<input type="checkbox"/> Additional amount enclosed	\$
<input type="checkbox"/> Remainder of contract fee (\$1000 or \$650 for semester placement) due May 15th (or October 15th for winter semester).	\$

Desired Placement Contract:  One year Budapest schools & all High School Placements(\$2500)  
 One year non-Budapest Elementary School Placements(\$1900)  
 One semester (\$1800)

**PAYMENT ENCLOSED** (Please check appropriate box and fill in amount (US Dollars):

Please keep copies of your check and these payment forms for your records. Thank you for supporting our program, and covering costs related to your employment and field support in Central Europe Teaching Program.

Sincerely,

*Mary B. Rose*

Mary B. Rose  
Program Director  
(503) 287-4977  
mary.cetp@gmail.com

# CENTRAL EUROPEAN TEACHING PROGRAM

CETP United States Office  
3800 NE 72nd Avenue  
Portland, OR 97213-5710

The Central European Teaching Program, originally called *Teach Hungary*, was founded by Lesley Davis in 1991, after a year of teaching English and French at Horváth Mihály Gimnázium in Szentes, Hungary. During her year as a teacher in Hungary, Lesley was often approached by Hungarian English teachers and school directors requesting help recruiting native speakers of English as English Conversation Teachers for their schools.

Lesley saw the need for a structured teacher placement program which could send native speakers of English to teach in high schools in Hungary. Upon returning the US, she founded *Teach Hungary* to meet this need. *Teach Hungary* moved to Beloit College when Lesley came to work for the college's Office of International Education in 1992. The program grew rapidly, expanding to neighboring Central European countries. To reflect these changes, the program name was changed to the *Central European Teaching Program*, or CETP.

In 2003, Beloit College chose to end its affiliation with CETP. The program's Hungarian director, Hajni Vancsik, along with then CETP teacher, Mary Rose, decided to continue the Central European Teaching Program. Currently CETP works exclusively with schools in Hungary, though we are exploring the option of expanding into other Central European countries.

We're on the web!

[www.cetp.info](http://www.cetp.info)

E-mail: [mary.cetp@gmail.com](mailto:mary.cetp@gmail.com)

***"Cultural immersion  
through teaching"***



**AGREEMENT  
FOR PARTICIPATION IN THE  
CENTRAL EUROPEAN TEACHING PROGRAM**



As an applicant to the Central European Teaching Program (hereafter referred to as "CETP" or the "Program"), I am aware that my participation in the Program is contingent upon my understanding and agreeing with CETP's terms and conditions that are set forth herein (the "Terms and Conditions").

The applicant agrees that all information provided in his or her application is true to the best of the applicant's knowledge and acknowledges that any false or misleading information may lead to immediate dismissal from the Program.

CETP reserves the right to reject any applicant who fails to meet eligibility criteria, or who, for any reason, is deemed unsuitable for the Program. If CETP refuses an applicant into the Program, all fees received from the applicant shall be refunded.

**FEES**

The applicant agrees to pay all fees in full before departure, in accordance with the following guidelines:

- All applicants for the Program must have their fee at the CETP Admin office, 3841 NE 68th Avenue Portland, OR 97213-5118 before they can receive their Education Ministry invitation letter.

**CANCELLATIONS / WITHDRAWALS**

All cancellations must be provided to CETP in writing. Verbal cancellations will not be accepted. Applicants who withdraw from CETP after receiving their Education Ministry invitation letter will be charged a cancellation fee of \$500.00. All fees received from the applicant, less the \$500.00 cancellation fee, shall be refunded.

If an applicant withdraws from the Program after receiving a formal "letter of invitation" from the Education Ministry, the applicant consents to not use the invitation letter to attempt to find a teaching position in the country issuing the letter outside the CETP Program. If the consulate has issued the applicant a work visa, the applicant further consents to not use the visa to obtain work in the country issuing the visa other than through CETP.

CETP will not refund fees should an applicant decide, after arrival in the host country, that the applicant is unsuitable for participation in the Program.

In the event that for any reason an applicant does not complete the term of the contract with the host institution, CETP is not obligated to refund any of the applicant's fees.

## **PLACEMENT**

While CETP can recommend matches and specific placements to authorities in the host country, CETP does not itself have the authority to make ultimate placement decisions. All final placement decisions are made by the host country's government and officials, who in turn communicate those decisions to CETP. The applicant must be prepared to accept the placement offered by CETP and its host country partners. While every effort will be made to fulfill placement requests, CETP cannot guarantee that it will be able to do so in all instances.

## **CONDITIONS OF EMPLOYMENT**

The applicant must understand that the host country's embassy or consulate has complete authority to deny or approve the issuance of any visa. CETP accepts no responsibility for visa denials or delays in issuing visas by the host country's embassy or consulate. To allow for ample visa processing time, applicants are advised to apply to CETP no later than sixty (60) days before expected departure. Applicants to the Hungary Program are advised not to book a flight until after the Education Ministry has issued its formal "letter of invitation."

CETP reserves the right to dismiss from the Program any applicant who is deemed, in the sole judgment of CETP, the host institution, or host country authorities, to be a danger to the applicant or to others or whose conduct is deemed to be detrimental to the Program or the host institution. In the event of such dismissal, CETP shall not be held responsible for any airfare or other expenses incurred by the applicant, and shall not be required to return any fees paid by the applicant.

All conditions of employment and the availability of all positions are subject to change without notice.

The applicant shall be responsible for and held liable for any loss or damage resulting from the applicant's acts while the applicant is in the Program. The applicant shall indemnify and hold harmless CETP, the host institution, and their respective affiliates, employees, agents, directors, trustees, and representatives from and against any loss or damage they or any of them may suffer because of or arising from the acts of the applicant. Such indemnification shall cover all claims, causes of action, judgments, losses, costs, or expenses, including, without limitation, reasonable attorney fees and costs, that may be made against any such party or which such party may suffer or incur because of or relating to any acts of the applicant.

The applicant is responsible for considering the applicant's personal health and safety needs when applying for or accepting a position in the Program. If the applicant suffers from any health or other condition that would create a risk for the applicant while abroad, he or she should not apply.

The applicant must supply CETP with the name and contact details of next of kin to be contacted in the case of an emergency.

The applicant is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural, and religious customs and conditions in the applicant's host country and community, and must be aware of local conditions that may present health or safety risks when making daily choices and decisions. The applicant must take full responsibility if the applicant violates any laws, regulations, or customs, whether known or unknown.

The applicant must attend the orientation in the host country. Participation in the Program begins on the first day of orientation in the host country or on the first day the applicant is required to be at the applicant's host institution, whichever is earlier; and the Program ends on the last day of an applicant's teaching assignment. Should an applicant choose to continue with the Program for a further term of service, the applicant is responsible for paying CETP the appropriate extension fee to remain in the Program. Furthermore, an applicant may not continue at the school that CETP has chosen for them for an additional term without said applicant being under the auspices of CETP.

Working and living conditions in the host country are likely to be very different from those in the applicant's home country, and in some instances may be quite basic. Much of the information concerning the Program, the host institution, and the host country is provided to CETP by the host institution or others. While CETP believes this information to be generally correct, CETP cannot guarantee its accuracy or timeliness and thus makes no representations or warranties about these statements or the actual conditions.

The applicant agrees to accept the applicant's living conditions and to respect the host institution's guidelines and policies, including those regarding conduct, delinquency, salary, and terms of employment.

Although CETP operates the Program, the applicant shall be further bound by the provisions of a separate contract between the applicant and the host institution. CETP will endeavor to monitor the host institution's compliance with such contract; however, CETP has no power or authority to enforce compliance by the host institution, and shall not be responsible for any failure by the host institution to so comply.

The applicant must provide CETP, no later than August 1<sup>st</sup>, for Fall Semester, and December 15<sup>th</sup>, for Winter Semester—with a copy of (i) a notarized letter from the applicant's doctor stating that the applicant has no communicable diseases, and (ii) the applicant's college or university diploma(s). The applicant must bring the original of the notarized doctor's letter and of the diploma(s) to the host country.

The applicant must show proof that the applicant has purchased travel insurance—which may be in the form of the International Teachers' Card—which in the event of illness or death during the applicant's tenure in the host country, will cover the cost of transporting the applicant or the applicant's remains back to the applicant's home country.

All travel before, during, and after the Program is at the applicant's own risk. Any applicant who chooses to operate a motorized vehicle is responsible for obtaining the necessary license, permit, and insurance and does so at the applicant's own risk.

While CETP will always endeavor to fulfill its responsibilities, CETP cannot accept liability or responsibility for any alterations, delays, or cancellations caused by threat of war, fire, sickness, weather, acts of government or public authority, or other circumstances amounting to a 'force majeure'.

**AGREEMENT TO TERMS AND CONDITIONS**

The undersigned applicant confirms that the statements contained in the applicant's CETP enrollment form are accurate to the best of the applicant's knowledge, and understands and accepts the Terms and Conditions of the Program. The undersigned applicant releases CETP, its affiliates, employees, agents, directors, trustees, and representatives, from and against all actions, causes of action, damages, claims, or demands which the applicant or the applicant's dependents may have for injuries, death, loss of property or money, or other damages which the applicant may incur because of participation in the CETP Program.

APPLICANT:

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Signature

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Print Name

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Date