Hi -

We are so excited that you would like to be part of our LEOlingo team!

This application form is the first step in the process of getting to know you – we want to find out a bit more about your background, experience and interests to determine whether a summer with LEOlingo Süddeutschland (South Germany) would be the perfect experience for you! Applicants do not need to speak German, but it can be advantageous.

If you are selected to be part of the team, you will be required to provide us with:

* a copy of your passport
* a first aid certificate (max. 1 year old)
* a police check (max. 1 year old)
* international insurance for the duration of your stay

as soon as possible.

If you are a non-EU citizen, you will also be required to apply for the appropriate visa/work permit for Germany (2024: about 100 Euro). We will assist all our successful non-EU applicants with this process and cover half of this fee. British applicants should be aware that they now also require a work permit following Brexit.

**About LEOlingo Süd…**

LEOlingo Süddeutschland is a small, family-owned company based in Bavaria, Germany. Our LEOlingo English and French language camps are not about overloading the children with grammar and vocabulary, but about helping the children to speak and understand the language in everyday situations. We encourage them to have fun with the language through a variety of fun activities and games – some camps even offer a special activity, such as canoeing, hight ropes or waterskiing!

Before the camps begin, each counsellor will partake in a week-long intensive training session, where you will be trained to teach a language according to the varied LEOlingo programme.

The camps themselves take place in different villages, towns and cities around Bavaria in southern Germany for six weeks during the summer break. These camps often take place in schools, Boy Scout areas, youth centres, youth hostels… and even in castles! It is likely that you will work at a number of campsites over the summer – our counsellors generally change camps every 1 to 2 weeks.

LEOlingo day camps generally last from Monday until Friday; overnight camps often start on Sunday afternoon and run until Friday.

**The ideal LEOlingo Süd applicant should…**

* … be an English native speaker or a French/English bilingual.
* … have experience of working with children aged 7 to 17 years old.
* … feel comfortable taking over responsibility for the safety of their own group (approx. 12 children).
* … be capable and willing to adapt to a different country and culture, as well as simple living conditions or living with host families.
* … be prepared to work long days – generally 8-10 hours per day – and long weeks.
* … be available for seven weeks during the summer period, including our onboarding and training period starting Saturday 20th July 2024.

*(NOTE: We are also hiring for positions beginning end of mid-May! If you would be available earlier, please state this on your application)*

**We provide our counsellors with…**

* **fair pay + board and lodging + transportation.**
  + Day counsellors (Monday to Friday, 9am to 5pm) will get…
    - 220 Euro per week for the first two weeks of camp.
    - 250 Euro per week for each following week of camp.
    - An additional 30 Euro if a camp should start on Sunday.
* Night counsellors (Monday to Friday, 5pm to 9am) will get….
  + 170 Euro per week for the first two weeks of camp.
  + 200 Euro per week for each following week of camp.
  + An additional 30 Euro if a camp should start on Sunday.
  + LEOlingo Süd also covers the cost of board and lodging for the duration of the camps and accommodation on the weekends, worth approx. an additional 200 - 350 Euro per week. Accommodation is either in the form of simple lodging at our campsites, in a hostel or with host families.
  + LEOlingo Süd covers work-related transportation costs that may occur when travelling between campsites or, in the case of day camps, whilst travelling to and from work. If the German State offers the Deutschland Ticket in 2024 (see FAQs), LEOlingo Süd will purchase this ticket for all counsellors for the month of August – for work and private purposes. Unfortunately, we are not able to reimburse any costs for the trip from your home country to Germany or for any personal weekend trips.
* **one week-off.**

Over the seven weeks, each counsellor is entitled to one week-off. This week is unpaid, but counsellors are free to use it how they would like. Whilst we try our best to fulfil any wishes, it is not always possible for us to guarantee a specific week in advance for your week-off.

**LEOlingo Süd Policies**

If hired by LEOlingo Süd, all counsellors must sign a LEOlingo Süd code of conduct promising to work as an advocate to protect all campers against the threat or action of abuse or assault of any type. This means counsellors will prevent any inappropriate access to children and teenagers from within the organisation, as well as promise to create an environment in which all campers and other counsellors feel safe. If that environment is at risk, counsellors vow to openly and honestly report it to their supervisors while maintaining an appropriate level of sensitivity and confidentiality.

In addition, all counsellors promise to conduct their time with LEOlingo Süd in alignment with the following regulations:

* For the safety of our children, the consumption of alcohol at overnight camps is prohibited during the camp week. Counsellors at day camps are permitted to consume alcohol after the camp, providing they are off-premises and do not wear their LEOlingo clothing, and their ability to perform their job the following day is not affected.
* The use of tobacco is permitted at camp in designated smoking areas away from the children and camp buildings. Illegal substances are always strictly prohibited.
* Counsellors are not permitted to take or publish photographs/videos of children and the camps online, including but not limited to social media and blogs. A camp camera is provided at each campsite for the purpose of taking photographs for the parents of the campers, as well as for LEOlingo Süd advertising purposes.
* LEOlingo Süd reserves the right to use any data submitted during the application and hiring process for HR purposes.

**By completing the application form below, you are confirming that you have read and understood the information provided in this document and the LEOlingo Süd counsellor policies stated above. If hired, you understand that you will be expected to abide by these standards during your employment with LEOlingo Süddeutschland and that your failure to do so could result in your dismissal.**



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| Click here to enter |

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| Click here to enter |

First Name

Last Name

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| --- |
| Select 1 -- Select 2 |

Nationality/-ies

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| Select 1 -- Select 2 |

Native Language(s)

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| Click here to select |

Sex

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| Click here to enter |

Date of Birth

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| Click here to enter |

Address

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| Click here to enter |

Email Address

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| Click here to enter |

Tel. Number

**Education** Please list your higher education

|  |  |  |
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| **Dates** | **University/School Name** | **Programme/Major** |
| Click here to enter | Click here to enter | Click here to enter |
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| Click here to enter | Click here to enter | Click here to enter |

Do you have any TEFL or other teaching qualifications? Click here to select your answer

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| Click here to type… |

Do you have any other relevant qualifications? i.e. First Aid Click here to select your answer

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| Click here to type… |

Do you speak any other languages? Click here to select your answer

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| Click here to type… |

**Previous Employment** Please list your last three jobs and provide a referee.

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| Dates | Employer/Company | Referee (inc. email address) | Job Title | Job Description |
| Click here to enter | Click here to enter | Click here to enter | Click here to enter | Click here to enter |
| Click here to enter | Click here to enter | Click here to enter | Click here to enter | Click here to enter |
| Click here to enter | Click here to enter | Click here to enter | Click here to enter | Click here to enter |

Do you have any experience working with children? Click here to select your answer

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| Click here to type… |

Do you have any experience as a camp counsellor? Click here to select your answer

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| Click here to type… |

Do you have any experience teaching? Click here to select your answer

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| Click here to type… |

Do you have any experience of working/living abroad? Click here to select your answer

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| Click here to type… |

S**kills** Please rate yourself from 1 (very poor) to 5 (very good) on the following skills and explain below

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| **Team Sports** i.e. American Football, Rugby, Cricket, Baseball, ball games, or national sports… |
| Select your rating |
| Click here to type… |

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| **Arts and Crafts** |
| Select your rating |
| Click here to type… |

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| **Music** TIP: Do you have any experience singing or leading camp songs? Can you play an instrument? |
| Select your rating |
| Click here to type… |

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| **Theatre** TIP: If you have no experience, how comfortable are you looking silly in front of large groups/being able to laugh at yourself? |
| Select your rating |
| Click here to type… |

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| **Games** TIP: Have you ever had to run any team-building games? Do you have any experience of organising any language-based games? |
| Select your rating |
| Click here to type… |

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| **Soft Skills** |  |
| Dealing with new situations | Select your rating |
| Dealing with stressful situations | Select your rating |
| Talking in front of a big group | Select your rating |
| Patience | Select your rating |
| Dealing with criticism | Select your rating |
| Self-confidence | Select your rating |
| Open-mindedness | Select your rating |
| Organisation | Select your rating |
| Independence | Select your rating |
| Reliability | Select your rating |
| Punctuality | Select your rating |
| Tidiness | Select your rating |

F**inal Questions**

What do you like to do in your free time? What are your hobbies?

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| Click here to type… |

Is there anything a host family would need to know about you i.e., dietary requirements, allergies, afraid of dogs, smoker/non-smoker? Click here to select your answer

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| Click here to type… |

Some of our camps are activity camps: Are you scared of heights, water, or small spaces? Click here to select your answer

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| Click here to type… |

What is your availability?

PLEASE NOTE: Our summer season runs from Saturday 20th July to Friday 6th September 2024. We require all successful applicants to be available for 7 weeks over this period, including the entirety of our mandatory onboarding week (beginning Saturday 20th July). If you could only work until 30th August or if you would be available earlier (from mid-May on), please let us know here.

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| Click here to type… |

What will be your duties when you will be right back home (e.g., back to Uni, job)?

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| Click here to type… |

How did you hear about LEOlingo? Click here to select your answer

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| Click here to type… |

Thank you!

Please send your completed application form to Andrea Baer ([baer@leo-lingo.de](mailto:baer@leo-lingo.de)).