Hi -

We are 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 (2026: 120 Euro). We will assist all our successful non-EU applicants with this process and cover half of this fee. However, it would be helpful, if you could arrive in Germany one or two weeks before the camps start so that we can organise everything in person. Afterwards you will be free to travel before the training week starts.

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 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 24th July 2027 (arrival in Neumarkt i.d.Opf. 23rd July, if you need a work permit by 11am). The last day of work will be 10th September 2027.

We provide our counsellors with…

- **fair pay + board and lodging + transportation.**
  - Day counsellors (Monday to Friday, 9am to 5pm) will get…
    - 230 Euro per week for the first two weeks of camp.
    - 270 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….
    - 180 Euro per week for the first two weeks of camp.
    - 210 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 300 - 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. Especially the first two and last two weeks require a confirmation before signing the contract. Board and lodging – including both weekends – will not be covered during the 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 and drugs 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.

First Name _____

Last Name _____

Nationality/-ies _____

Native Language(s) _____

Sex _____

Date of Birth _____

Address _____

_____

_____

Email Address _____

Tel. Number _____

Education Please list your higher education

Dates	University/School Name	Programme/Major

Do you have any TEFL or other teaching qualifications?

Do you have any other relevant qualifications? i.e. First Aid

Do you speak any other languages (what level)?

Previous Employment Please list the most relevant jobs and provide a referee.

Dates	Employer/Company	Referee (inc. email address)	Job Title	Job Description

Do you have any experience working with children, teaching or as a camp counsellor? Please describe.

Do you have any experience of working/living abroad? Please describe.

Skills
Please rate yourself from 1 (very poor) to 5 (very good) and explain below

Team Sports i.e. American Football, Rugby, Cricket, Baseball, ball games, or national sports…

1☐ 2☐ 3☐ 4☐ 5☐

Arts and Crafts

1☐ 2☐ 3☐ 4☐ 5☐

Music TIP: Do you have any experience singing or leading camp songs? Can you play an instrument?

1☐ 2☐ 3☐ 4☐ 5☐

Theatre TIP: If you have no experience, how comfortable are you looking silly in front of large groups/being able to laugh at yourself?

1☐ 2☐ 3☐ 4☐ 5☐

Games TIP: Have you ever had to run any team-building games? Do you have any experience of organising any language-based games?

1☐ 2☐ 3☐ 4☐ 5☐

Soft Skills
Please rate yourself from 1 (very poor) to 5 (very good)

Dealing with new situations	1☐	2☐	3☐	4☐	5☐
Dealing with stressful situations	1☐	2☐	3☐	4☐	5☐
Talking in front of a big group	1☐	2☐	3☐	4☐	5☐
Hard working	1☐	2☐	3☐	4☐	5☐
Dealing with criticism	1☐	2☐	3☐	4☐	5☐
Self-confidence	1☐	2☐	3☐	4☐	5☐
Open-mindedness	1☐	2☐	3☐	4☐	5☐
Organisation	1☐	2☐	3☐	4☐	5☐
Outgoing	1☐	2☐	3☐	4☐	5☐
Being silly/funny	1☐	2☐	3☐	4☐	5☐
Independence	1☐	2☐	3☐	4☐	5☐
Reliability	1☐	2☐	3☐	4☐	5☐
Punctuality	1☐	2☐	3☐	4☐	5☐
Patience	1☐	2☐	3☐	4☐	5☐
Tidiness	1☐	2☐	3☐	4☐	5☐

Final Questions

How important are the following reasons for you for accepting a summer job in Germany?

Earning money (from 0=not to 4=very important)	0☐	1☐	2☐	3☐	4☐
Gaining teaching experience	0☐	1☐	2☐	3☐	4☐
Gaining work experience	0☐	1☐	2☐	3☐	4☐
Being abroad	0☐	1☐	2☐	3☐	4☐

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

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

Some of our camps are activity camps: Are you scared of heights, water, or small spaces?

What is your availability?

PLEASE NOTE: Our summer season runs from Saturday 24th July to Friday 10th September 2027. We require all successful applicants to be available for 7 weeks over this period, including the entirety of our mandatory onboarding week (beginning Saturday 24th July).

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

How did you hear about LEOlingo?

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

Thank you!

Andrea