



Dear applicants,

Thank you very much for expressing an interest in employment with BEO. We provide the following guidance notes to all applicants to ensure successful completion of applications and to aid a fair selection process.

How to Apply

In order to apply for a vacancy within BEO, please complete and provide the following:

Your job application should consist of 2 components:

1. Cover letter

Your cover letter should include the points below. Please ensure that you answer all questions clearly and as fully as possible.

- why you are applying for the post
- why you wish to move from your current post
- what you expect to gain from joining BEO
- what in particular you would bring to BEO

2. Application Form

Together with the cover letter, the information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for interview. Your application should, therefore, be filled in as clearly as possible.

Application Form is linked here: 

Send 1 and 2 to: Paul Taylor at recruitment@beo.jp

Job Interview

The following steps are designed to assist you in proceeding to your interview.

- BEO reviews all your documentation. After reviewing your documentation, we will notify you if you have been selected for an interview. Please presume that if you have not heard from us within 3 weeks after you submitted your documents, you have not been successful on this occasion.
- The interview will consist of a panel interview followed by a 45-50 minute demo lesson.
- All candidates interviewed will be contacted within 2-3 weeks of the interview with the result.
- Referees will be contacted unless specifically requested otherwise.