

GYEONGGI ENGLISH PROGRAM IN KOREA 2012



Application Package

Thank you for considering a position as a Foreign Language Assistant Teacher for the Gyeonggi Provincial Office of Education (GPOE). Please carefully fill out the application form as accurately and legibly as possible.

The information you provide is an essential component to the hiring and immigration process. *We value your privacy. All information you provide is kept strictly confidential.*

*******THIS IS TO BE USED AS A COVER PAGE*******

Place this completed checklist ON TOP of your application along with your other documents IN ORDER as listed below. Please do NOT staple your application package

1. **Application Form** with a glued photo recently taken

2. **Resume**

3. **Passport** Photocopy of the photo page

4. Educational Documents

4-1. **Sealed University Transcripts**

4-2. **Apostilled copy of your Bachelors diploma and/or Masters diploma and if applicable,**

original or copy of TESOL/TEFL/CELTA certificate(s) * Copy(s) of diploma(s) must be

Apostillized or notarized by the Korean consulate/embassy in your home country.

5. **Minimum of Two Letters of References**

- Professional Reference(s) AND/OR Letter of Recommendation* describing work performance and duration of FULL-TIME employment, with full contact information of the referee/employer
- Personal Reference(s) on your character with referee's full contact information.
- For Category 1+/ 1/ 2+/2 applicants, this Letter of Recommendation(s) from full-time teaching employment (in Korea ,if applicable) must be submitted.

6. **Criminal Record Certificate**

- **Must be Apostillized*** (*i.e. have an Apostille number and the stamp*)** *(**Canada** does *NOT* apply- Canadians must get the Consul's notarization seal from the nearest Korean Embassy/Consulate)

- **A nationwide criminal background** check from your own country's government which covers the whole country's information is required.

- **Apostillized nationwide criminal background checks** are required for both overseas applicants and applicants already living in Korea.

- Please note that possession of any criminal record will immediately disqualify you from gaining employment in GEPIK.

7. **Self Health Assessment Report (Attachment1)**

Upon successful acceptance into GEPIK, a formal medical examination must be completed **in Korea** at an approved hospital/public health clinic. The original report must be submitted at the Immigration Office as part of your Alien Registration Card. Please note that a positive result for illegal drug use, alcoholism, or communicable diseases will result in the immediate cancellation of your employment at GEPIK and E2 visa.

8. **THREE(3) Copies of the EMPLOYMENT CONTRACT (Attachment 2)**

Please put your signature on **EACH page**. No other details need be filled in.

9.**TWO(2)Copies of Agreement Letter for Security Deposit (Attachment 3)**

Please Note:

- Ensure you have obtained all the documents as specified BEFORE sending them.
- All documents except for original diploma(s) or certificate(s) become property of GPOE and will not be returned. Unless specified to provide the 'original', or 'notarized copy', you may submit a plain photocopy.
- Any costs involved in obtaining the required documents are borne by the applicant. This includes the mandatory health check upon your arrival in Korea.
- Please send us an extra photo copy of all of your documents except for the Reference letters and the Sealed Transcript.

Declaration

I certify that all of the above information concerning myself and my background are true to the best of my knowledge. If my documents contain any kind of falsification, I will take any legal responsibility. If I am successful in being selected as a GEPIK teacher, I agree to abide by the regulations and responsibilities outlined in the contract.

Signature

Date

PRINT OR TYPE

Please attach a clear
passport-sized
head shot photo
taken within the last
three months.

1. Your full name as it appears on your passport:

First name: _____ Surname: _____

2. Gender: Male Female

3. Marital Status: Single Married Other _____ No. of dependant(s): _____

a. Will you be coming to Korea alone? Yes No

4. Date of Birth YEAR – MONTH – DATE (eg. 1980.09.27) _____

5. Please tick and/or fill out where applicable. I am a PASSPORT HOLDER of:

Australia Canada Ireland New Zealand South Africa U.S.A United Kingdom

6. Email address : _____@_____

**Your email address is the single most important means of communication with us. Please provide the most secure, frequently used one.*

7. Address for Correspondence*: St, City, State, Postcode, County

** Please ensure that the address and post code provided is accurate and one you will have fast and continuous access to. This is the address that all your documents, including employment contracts and immigration documents will be sent to.*

8. Phone number : _____ Country code – Area code – Phone Number

9. Two Emergency Contacts – If possible, please provide a local Korean contact

1.	Name:	2.	Name:
	Relation:		Relation:
	Phone:		Phone:
	Email :		Email :

10. Have you ever visited Korea before? Yes. No.

If yes, please describe the duration, purpose of stay and your experiences briefly.

11. If accepted into GEPIK, what is the earliest START DATE you can work in Korea?

I am available as of _____ / _____ / _____ (eg. 15/MAR/2010)

12. How did you find out about GEPIK? **eZ english**

GPOE will take your preferences into consideration, but cannot guarantee that all preferences will be fulfilled.

13. In which grade level(s) do you prefer to teach?

Elementary (Grades 1 to 6) Middle (Grades 7 to 9) High (Grades 10 to 12)

Willing to teach ANY grades

14. Please choose your preferred location of school area

City area (name of city if you have _____), Designated Rural Area (name of place if you have _____) Designated Rural monthly allowance of 100,000 KRW

Either

15. Please choose your preferred accommodation location

near school near subway station , near downtown (if rural location)

I have my own (400,000 KRW Monthly allowance applies)

16. Please list all post-secondary degrees and/or certifications:

Major(s)	Concentrations(s)	Year(s) Received	Name of Granting Institution

17. Please list all relevant TEACHING related degrees and/or certifications:

Major(s)	Concentrations(s)	Year(s) Received	Name of Granting Institution

18. Please list all relevant TEACHING experience(s):

<i>Name of Institution/Employer</i>	<i>Duration</i>	<i>Subject(s) Taught</i>

19. Please list other employment experience(s):

Employer - Duration - Responsibilities

20. Please list other international experience(s)"

County - Duration - Activities

21. Eligibility

Please read over the requirements per category and select the pay category that you qualify for. **Please select only ONE criterion**

Pay Category	Monthly Salary	Requirements	
Category 5	2500000 KRW per month	- Contract renewal as a Category 1+ at the same school	<input type="checkbox"/>
Category 1+	2400000 KRW per month	- Employed as a Category 1 teacher for one full year.	<input type="checkbox"/>
Category 1	2300000 KRW per month	Category 3 AND Minimum three years of full time ENGLISH teaching experience at an accredited institution	<input type="checkbox"/>
Category 2+	2200000 KRW per month	Category 3 AND the following: - Employed as a Category 2 teacher with GEPIK for one full year.	<input type="checkbox"/>
Category 2	2100000 KRW per month	<i>ONE of the followings</i> - Category 3 AND one year of full time ENGLISH teaching experience at an accredited institution. - Master's Degree in a field related to English Language Education	<input type="checkbox"/>
Category 3	2000000 KRW per month	ONE of the followings - Bachelor's degree with a major in English Literature/ English Language/Linguistics (Must be clearly stated on either the diploma certificate or official transcript) - Valid Elementary, Middle, or Secondary School Teacher's License/Certificate - Bachelor's degree in any field PLUS a TEFL/TESOL/CELTA (min.of 100 hrs) Certificate	<input type="checkbox"/>

Self Health Assessment Report

Please provide correct information for the following questions. Any omission or false information will delay processing of your application.

Please note that upon arrival in Korea, you are then required to undergo a **formal medical check** at an approved public hospital or clinic center and provide the result to the nearest **Korean Immigration Office** as part of your "ARC" (Alien Registration Card) application within 90 days.

1. When and for what reason did you last consult a physician?

.....

2. Have you had any serious ailment, injuries or diseases in the past five years?

Yes No If yes, please explain.

.....

3. Have you ever been treated by a doctor for any mental, emotional, or nervous disorder?

Yes No If yes, please explain and attach a report from your doctor.

.....

4. Have you ever been addicted to any substance? Yes No If yes, please explain.

.....

5. Do you have any allergies? Yes No If yes, please list them.

.....

6. Are you taking any prescribed medication?

Yes No If yes, please list and explain why.

.....

7. Do you have any tattoos on your body? Yes No If yes, please specify

.....

The answers I have given are true and correct to the best of my knowledge.

Your Signature: _____

Date : _____

E-2 Applicant's Health Statement

This form is to check the E-2 Visa Applicant's Health. Please fill in the blanks accurately and truthfully. Please keep in mind that if you willfully fill in the blanks with incorrect information, you will face consequences such as visa denial, visa cancellation, and/or deportation, etc.

1) NAME IN FULL(As in Passport)		2) DATE OF BIRTH	
3) NATIONALITY	4) GENDER	5) PASSPORT NUMBER	
6) Have you ever had any infectious diseases that threatened the Public health before? Yes <input type="checkbox"/> (Infectious Disease name: Cholera, Viral hepatitis A, Tuberculosis, AIDS, etc), No <input type="checkbox"/>			
7) Have you taken any Narcotic (Drug) or have you ever been addicted to alcohol in the last 5 years? Yes <input type="checkbox"/> (Narcotic name:), No <input type="checkbox"/>			
8) Have you ever received treatment for Mental/ Neurotic/or Emotional Disorders? Yes <input type="checkbox"/> (Disorder name:), No <input type="checkbox"/>			
9) Have you had any serious Diseases or Injuries for the last 5 years? Yes <input type="checkbox"/> (name & recent situation:), No <input type="checkbox"/>			

NOTICE :

You must apply for Alien Registration card at your District Immigration Office (or Branch Office) within 90 days after your arrival in Korea. At the time of registration, You MUST submit your Health Certificate obtained from the hospital which has been designated by the Korean Government.

Date: _____

Applicant's Signature: _____

TO : CHIEF, IMMIGRATION OFFICE(BRANCH OFFICE)

예치금에 관한 동의서(Agreement Letter for Security Deposit)



경기도교육청 원어민보조교사 (GEPIK) 동의 서약서 Letter of Agreement

1. 본 계약의 이행과정에서 피고용자의 주의태만, 과실, 위법행위 또는 이와 관련하여 발생될 수 있는 손해 배상을 피고용자에게 요구하기 위하여 고용자는 피고용자의 동의를 받아 사전에 일정금액을 담보한다. 최초급료부터 매월 300,000 원씩 3 개월간 총 900,000 원을 피고용자가 행정실에 예치한다. 이 900,000 만원은 피고용자가 주택을 구한 경우나, 결혼한 부부가 경기도교육청 산하 학교에 모두 고용된 경우에도 해당된다.

2. 피고용자의 계약만료까지 고용자는 대여한 시설물 이용과 그에 관련된 재정사항 등에 대한 사전점검을 실시하여 발생한 손해가 있을 경우 피고용자에게 서면 확인하고 사전에 공제 담보한 금액으로 배상 조치하고, 부족할 경우에는 추가로 피고용자에게 배상을 요구하여야 한다. 피고용자가 시설물 이용에 대한 주의 성실의 의무를 다하여 손해가 없을 경우에는 사전에 공제 담보한 금액을 계약 만료 후 2 주일 이내 반환하여야 한다.

1. The Employee shall be responsible for any liability or damages arising from or in relation to any negligent, faulty, or illegal activity during the term of employment. Therefore, the Employee shall agree in written form to provide 300,000 KRW per month to the school administration office every month for the first three (3) months of employment until it amounts to a total of 900,000KRW.

2. The Employee who has their own housing arrangement and married couples who are both employed by GPOE shall also be required to provide the deposit to his/her respective schools. The Employer shall check the leased facilities and financial matters arising from the use of them by the Employee before the term of employment is completed. If any liability or damages are found, these shall be confirmed in written form by the Employee, who will be indemnified from the security deposit pursuant to the foregoing 1. In the case that housing damages or fees owed exceed the security deposit pursuant to the foregoing 1, the Employer is entitled to additional compensation up to the due amount owed and the Employee will be refunded their security deposit within two (2) weeks after the completion of the Contract or in the event that the Employee terminates his/her Contract.

I _____(full name) hereby agree to provide the security deposit of 900,000 KRW at the school pursuant to the agreement above.

본인은 위 동의서에 명시된 손해배상적립금 900,000 원의 예치에 동의하고 다음과 같이 서약합니다.

날짜 Date: (year)/ (mm) / (dd)

서명 signature _____

<Personal Essay> : please make your own personal essay to refer belows.

Example 1 *Dear future employer,*

Please accept this letter and the enclosed resume as my application for a teaching position with your company. Let me briefly explain how I can contribute to your school's education system.

With over a year and a half of experience teaching English, in both China and Korea, I believe my qualifications will match your requirements. I have had the opportunity to function in a variety of different educational classes and settings. This has allowed me to easily adapt to new situations and faculty concepts. My superiors and students parents have recognized that I have created constructive changes in students' academic, play, and home lives.

I ask that you please accept this letter as an expression of my genuine interest in pursuing my teaching career with your school. I will produce an energizing and creative learning environment that will bring out the best in students.

If you are interested in a dedicated teaching professional with the required credentials, patience, and positive attitude, please give me a call. Thank you for taking the time to review my resume, and I look forward to a favorable reply.

Sincerely,

Example 2 *Hello!*

My name is _____ an experienced ESL/EFL instructor. I have been teaching off and on for about 5 years, now. I recently spent nearly 10 months home, enjoying a long overdue break. I came back to Korea almost two months ago but I am looking to make a switch. Yes, I know that makes potential employers a little nervous and I understand. However, I just don't see myself being able to finish a year with the school I am at, now. I can provide details of why, if you are interested. But, first allow me to give you an idea of who I am as an instructor.

First, I base most of my lessons on a "Heinz 57" approach. I like to use a little bit of everything. I will include the PLS (Pacific Learning System) Method, the Lexical/Communicative Approach and even your basic E.S.A. (Engage Study Activate) lesson plan. While I do enjoy having fun with my students, I still stick to the basic rules of learning. Furthermore, I enjoy making my own supplementary materials to use in any lessons that I can. Spending a couple of hours on the internet, downloading games and worksheets to go along with the curriculum is something I have always enjoyed doing. Speaking of curriculum, let me say that I do believe having a set guide of material is important but I use it as a road map. I am not a "by the book" sort of instructor. Although, at times it is wise to do so.

I enjoy working with most ages, however I feel that I have a better connection with kindergarten and lower elementary school students. They are fun, enthusiastic and for me...a little easier to control when it comes to order in the classroom. But, that does not suggest I would not welcome adult level students. I have experience with adults in a true/false beginner environment. I would like the opportunity to brush up on my skills if it presented itself.

What I am looking for is quite simple. Any good school starts from the top. A good school has a good director who knows what he/she is doing. I am looking for a school that does not make "mistakes" when it comes to payment of hard work. I am looking for a school that will honor a contract. I am looking for a school that lets the teachers do their jobs yet is able to provide feedback on how to do them better. I am looking for a school that sets the standards of behavior with its students and lets them know what is expected of them.

In summary, I'm just looking for a school where I can complete a one year contract, possibly more. I enjoy the job and I don't mind going the extra mile with some things. I am a team player, as long as the team is on the same page. I am dependable and I work hard. All I ask in return is honesty, transparency, honor and integrity from my employer. I am happy to answer any questions you may have about me or my experiences. I have gone through the new visa process so my background and medical work is all set...unless I have to fly back to the United States and start all over 🚗.

Thank you for your time.

Regards,

TEL. _____
(Currently in Korea)