

ATTACHMENT 2.

GYEONGGI ENGLISH PROGRAM IN KOREA 2010–2011



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 other document IN ORDER as listed below.
Please do NOT staple your application package

1. Application Form
with your recent photo glued

2. Resume

3. Passport
Photocopy of photo page

Please send us an extra photo copy of all of your documents except for the Reference letters and the Sealed Transcript.

4. Educational Documents

4-1. Sealed University Transcript
Please also provide an order receipt if available.

4-2. Original copy of your Bachelors diploma/Masters diploma/ TESOL/TEFL/CELTA certificate(s) with a photocopy of for each diploma/certification

OR
Copy(s) of the above-mentioned documents either 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 /4 / 5 applicants, this Letter of Recommendation(s) from full-time teaching employment (in Korea ,if applicable) must be submitted.*

6. Criminal Record Certificate

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

Overseas applicants

- 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)

** (please contact YOUR local Justice of Peace/Police/Immigration Office)

Applicants who have lived in Korea for over 1year

-Original copy of a KOREAN criminal record certificate issued by a local Korean Police office for the year(s) you have lived in Korea

7. Self Health Assessment Report (Attachment 1)

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 couriering.*
- *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.*

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

PLEASE COURIER YOUR APPLICATION WITH ALL REQUIRED DOCUMENTS TO YOUR RECRUITER

OR

GEPIK Coordinator

Gyeonggi Provincial Office of Education
Level 3, Schools Policy Division
15 Worldcup-gil, Jangan - gu
Suwon-si, Gyeonggi-do 440-702
Republic of Korea
Ph. +82-(0)31-249-0044/0045

In the Korean language :

경기도 수원시 장안구 조원동 495, 월드컵길 15
경기도교육청 학교정책과 국제협력팀
원어민 코디네이터
우) 440-702
Republic of Korea

PRINT OR TYPE

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

If not, who and how many will be living together with you?

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

5. Please tick and/or fill out where applicable.

A. I am a PASSPORT HOLDER of : Australia Canada Ireland New Zealand

South Africa U.S.A United Kingdom

B. I am a KOREAN passport holder currently living in (city, country) _____

with total (req. min. ten) _____ years of residence history in (one of 7 approved countries) _____ including (req. min. three) _____ years of secondary schooling, and obtained a Bachelor's Degree from there.

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 postcode 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 no: *Country code – Area code – Phone Number*

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

Name:

Relation:

Phone:

Email :

Name:

Relation:

Phone:

Email:

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

10. Have you ever visited Korea before? 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? Please specify (e.g. Name of the agency).

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 and 5 days' extra holidays apply*

- 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 in order of -

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

17. Please list all relevant TEACHING related degrees and/or certifications in order of -

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

18. Please list all relevant TEACHING experience(s) in order of -

Name of Institution/Employer - Duration - Subject(s) Taught

19. Please list other employment experience(s) in order of -

Employer - Duration - Responsibilities

20. Please list other international experience(s) in order of –
 County –
 Activities

Duration –

21. Eligibility

Please read over the requirements per category and select the pay category that you qualify for.

Pay Category	Monthly Salary	Requirements	Please select only <u>ONE</u> criterion
Category S	2 500 000 KRW per month	Category 1 AND Minimum two consecutive years of employment within GEPIK (i.e. minimum of four years of full time English teaching experience)	<input type="checkbox"/>
Category 1+	2 400 000 KRW per month	–Employed as a Category 1 teacher at GEPIK for one full year	<input type="checkbox"/>
Category 1	2 300 000 KRW per month	Category 3 AND Minimum two years of full time English teaching experience at accredited institution(s) <i>Plus one of the followings</i> –Master’ s Degree –Elementary, Middle, or Secondary School Teacher’ s Certificate –Bachelor’s degree in Education/ English Literature/ English Language/ Linguistics (Must be clearly stated on either the diploma certificate or official transcript) – TEFL/TESOL/CELTA (min.of 100 hrs) Certificate	<input type="checkbox"/>
Category 2+	2 200 000 KRW per month	Category 3 <i>Plus one of the followings</i> –Master’ s Degree –Elementary, Middle, or Secondary School Teacher’ s Certificate –Bachelor’s degree in Education (Must be clearly stated on either the diploma certificate or official transcript) –Employed as a Category 2 teacher at GEPIK for one full year.	<input type="checkbox"/>
Category 2	2 100 000 KRW per month	Category 3 <i>Plus one of the followings</i> – TEFL/TESOL/CELTA (min.of 100 hrs) Certificate –Minimum one year of full time English teaching experience at accredited institution(s) –Bachelor’s degree with a major in English Literature/ English Language/Linguistics (Must be clearly stated on either the diploma certificate or official transcript)	<input type="checkbox"/>
Category 3	2 000 000 KRW per month	– Bachelor’s degree in any major	<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 : _____