① LEGAL NAME Enter your legal name

You must insert/attach a
passport quality photo of your face and shoulders

here

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FIRST NAME | MIDDLE INITIAL |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LAST NAME |

②-1 DATE OF BIRTH ②-2 AGE

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| YEAR |  | MONTH |  | DAY |  |  |

③-1 GENDER③-2 MARRIAGE ③-3 PLACE OF BIRTH

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| MALE | FEMALE | MARRIED | UNMARRIED | CITY (STATE/PROVINCE) | COUNTRY |

④-1 PRIMARY CITIZENSHIP ④-2 SECONDARY CITIZENSHIP

|  |  |  |
| --- | --- | --- |
|  |  |  |
| CITIZENSHIP YOU WOULD USE TO TEACH IN KOREA |  | LIST ANY OTHER CITIZENSHIP(S) YOU HOLD |

|  |  |  |
| --- | --- | --- |
| ④-3 KOREAN HERITAGE (IF APPLICABLE) | YES | NO |
| **-** Was your father holding Korean citizenship on the date of your birth? (if no, proceed to ④-4) |  |  |
|  | YES | NO |
| **-**Does your date of birth indicated on your passport land on or is before May 24, 1983 (for males) or May 4, 1988 (for females) **AND** is your birth **NOT** registered in the Korean Family Census Registry (Hojuk Deungbon - 호적등본)? |  |  |

⑤ Visa Application Location

|  |
| --- |
|  |

Please refer to the instructions and indicate the Embassy/Consulate where you will apply for your visa:

⑥-1 CURRENT ADDRESS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| HOUSE NUMBER & STREET NAME | CITY | STATE/PROVINCE | POSTAL CODE | COUNTRY |
|  |  |
| PRIMARY TELEPHONE (INCL. COUNTRY CODE & AREA CODE) | EMAIL |

⑥-2MAILING ADDRESS

Please list the mailing address you would like your contract sent to. Please notify your application agent *immediately* of any address changes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| HOUSE NUMBER & STREET NAME | CITY | STATE/PROVINCE | POSTAL CODE | COUNTRY |
|  |  |
| TELEPHONE (INCL. COUNTRY CODE & AREA CODE) | EMAIL |

⑥-3 CURRENT AND PREVIOUS RESIDENCE(S)

Please list each residence (the city, state/province and country) where you have resided in the past 10 years, starting with your **current** residence. Add more rows if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CITY and STATE / PROVINCE | COUNTRY | FROM (MM/YY) | TO (MM/YY) | YEAR(S) | MONTH(S) |
|  |  | MM/YY | MM/YY |  |  |
|  |  | MM/YY | MM/YY |  |  |
|  |  | MM/YY | MM/YY |  |  |
|  |  | MM/YY | MM/YY |  |  |
|  |  | MM/YY | MM/YY |  |  |

⑦EMERGENCY CONTACTList the contact information for a family member who can be reached in case of an emergency

|  |  |  |
| --- | --- | --- |
|  |  |  |
| FIRST NAME | LAST NAME | RELATIONSHIP TO YOU |
|  |  |  |  |  |
| HOUSE NUMBER & STREET NAME | CITY | STATE/PROVINCE | POSTAL CODE | COUNTRY |
|  |  |
| HOME PHONE (INCL. COUNTRY CODE & AREA CODE) | WORK PHONE (INCL. COUNTRY CODE & AREA CODE) |
|  |  |
| MOBILE PHONE (INCL. COUNTRY CODE & AREA CODE) | EMAIL |

⑧-1 EDUCATIONAL BACKGROUND

Please fill out **all** of the requested fields below**.** For elementary, middle and high school, list all institutions you attended for each level. Add more rows if necessary. For post-secondary education, please list **all** of the institutions where you have obtained credits toward your degree(s).NOTE: Jeollanamdo Office of Education does not recognize degrees obtained from post-secondary institutions outside one of the seven (7) designated English-speaking countries.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LEVEL | NAME OF INSTITUTION | STATE/ PROVINCE& COUNTRY | ENROLLMENT | GRADUATION DATE (MM/YY) | NUMBER OF YEARS AT SCHOOL |
| FROM(MM/YY) | TO(MM/YY) |
| ELEMENTARY SCHOOL |  |  | MM/YY | MM/YY | MM/YY |  |
| MIDDLESCHOOL |  |  | MM/YY | MM/YY | MM/YY |  |
| HIGHSCHOOL |  |  | MM/YY | MM/YY | MM/YY |  |
| POSTSECONDARYEDUCATION (1) |  |  | MM/YY | MM/YY | MM/YY |  |
| DEGREE:  | MAJOR:  | GPA or %: / |
| POSTSECONDARY EDUCATION (2) | (IF APPLICABLE) |  | MM/YY | MM/YY | MM/YY |  |
| DEGREE:  | MAJOR:  | GPA or %: / |
| POSTSECONDARY EDUCATION (3) | (IF APPLICABLE) |  | MM/YY | MM/YY | MM/YY |  |
| DEGREE:  | MAJOR: | GPA or %: / |

⑧-2ENGLISH TEACHING CERTIFICATION/ TEACHING CERTIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE OF CERTIFICATION | ACCREDITING INSTITUTION | ISSUE DATE (MM/YY) | HOURS COMPLETED |
| TEFL/TESOL / CELT / CELTA |  | MM/YY |  |
| Teaching Certification/ License/ Credentials |  | MM/YY | N/A |

\*\*Successful applicants must provide documented proof of the number of completed hours for a TEFL or TESOL certificate. TEFL/TESOL courses must include at least 20 hours in-class to qualify for a salary level upgrade

⑧-3NON-TEACHING WORK EXPERIENCE List from the most recent employment. Add more rows if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| JOB TITLE | EMPLOYER | STATE / PROVINCE &COUNTRY | FROM(MM/YY) | TO(MM/YY) | NUMBER OF MONTHS | FULL-TIMEORPART-TIME |
|  |  |  | MM/YY | MM/YY |  |  |
|  |  |  | MM/YY | MM/YY |  |  |
|  |  |  | MM/YY | MM/YY |  |  |
|  |  |  | MM/YY | MM/YY |  |  |

⑧-4 FULL-TIME / PART-TIME TEACHING EXPERIENCE

Please list your **teaching experience** at an accredited educational institution.

**IMPORTANT NOTE:** For salary purposes, Jeollanamdo Office of Education will only accept full-time experience occurring at the same institution for a minimum of “one full academic year”.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF INSTITUTION | POSITION TITLE | FULL / PART TIME | SUBJECT | STATE / PROVINCE &COUNTRY | AGERANGE OF STUDENTS | FROM(MM/YY) | TO(MM/YY) | NUMBER OF MONTHS |
|  |  |  |  |  |  | MM/YY | MM/YY |  |
| IF YOU NOW HOLD A CONTRACT POSITION, WHAT IS THE EXACT FINISH DATE OF THE CONTRACT? | M | M | D | D | Y | Y | Y | Y |
|  |  |  |  |  |  | MM/YY | MM/YY |  |
|  |  |  |  |  |  | MM/YY | MM/YY |  |

⑧-5CONTACT INFORMATION FOR FULL-TIME TEACHING EXPERIENCE IN KOREA

If you have taught in Korea, please list the contact information for your institution(s). If you have done more than two contracts, please list the two most recent contracts.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF INSTITUTION | NAME OF MAINCO-TEACHER / DIRECTOR | OFFICE PHONE | EMAIL |
|  |  |  |  |
|  |  |  |  |

⑧-6PREVIOUS EPIK/PUBLIC SCHOOL EXPERIENCE AND ORIENTATION INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever taught in Korea through EPIK or another public school program before? | Yes |  | No |  |
| Have you ever attended an EPIK/Public School orientation? | Yes |  | No |  |

|  |  |
| --- | --- |
| Orientation Venue (City) |  |
| Orientation Hours Completed |  |

If yes to both questions, please answer the following:

⑨ SALARY LEVEL

Please mark an “X” for the pay level that you *currently* qualify for and the level you *expect* to qualify for when you begin the Jeollanamdo Office of Education contract (based on expected completion of TEFL/TESOL/CELTA/CELT certification and/or teaching experience).

|  |  |  |  |
| --- | --- | --- | --- |
|  | LEVEL 3(beginning salary level) | LEVEL 2 | LEVEL 1(top salary level) |
| CURRENT QUALIFICATION |  |  |  |
| EXPECTED QUALIFICATION |  |  |  |

⑩ JOINT APPLICATION / DEPENDANTS

(If applicable) **IMPORTANT NOTE:Jeollanamdo Office of Education cannot guarantee couple housing as each school is responsible for securing individual apartments for their teachers.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | M/F | Relationship | Age |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

⑪CONTACT INFORMATION FOR LETTERS OF RECOMMENDATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF REFEREE | NAME OF INSTITUTION | RELATIONSHIP TO YOU | PHONE | E-MAIL |
|  |  |  |  |  |
|  |  |  |  |  |

⑫-1 PLACEMENT PREFERENCE (please read)

Final placements depend on availability and when your completed documentation is received. **Applicants must ultimately be flexible about working anywhere in Jeollanamdo.** If there particular locations in Jeollanamdo that you wish to be recommended to, please indicate up to five locations below in order to assist us with placement. Final approval is still needed by the Jeollanamdo Office of Education and **placement is not guaranteed.** If you do not have a preference, please leave this section blank.

Location Options:

Cities: Yeosu, Suncheon, Mokpo, Naju, Gwangyang

Counties: Hwasun, Damyang, Jangseong, Yeonggwang, Muan, Hampyeong, Haenam, Yeongam, Gangjin, Jangheung, Boseong, Gurye, Gokseong, Goheung\*, Wando\*, Jindo\*, Sinan\*

\*applicants placed in these locations will receive an additional 200,000 KRW per month for rural pay

Placement Preferences (in order of preference)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | 2. | 3. | 4. | 5. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | City | County/Small Town | FLEXIBLE |
| My ideal placement would be: |  |  |  |

⑫-2 PREFERENCE FOR A LATER START DATE

For the Spring term, the start date is in April. For the Fall term, the positions start in August with some additional positions available in November. Please indicate your preference.

|  |  |  |  |
| --- | --- | --- | --- |
|  | MAIN INTAKE (April OR August) | LATE INTAKE (November) | FLEXIBLE |
| My ideal starting date is: |  |  |  |

⑬ **SELF MEDICAL ASSESSMENT**

Applicants do not require an authorized medical exam before they arrive in Korea; **all successful applicants must take a medical exam in Korea** in accordance with the requirements of the Jeollanamdo Office of Education program. If the results show that the applicant is unfit to be an Jeollanamdo Office of Education teacher, all costs for entry, stay, and departure will be borne by the applicant.

|  |  |  |  |
| --- | --- | --- | --- |
| QUESTION | YES | NO | IF YES, PLEASE EXPLAIN |
| ①If necessary, are you prepared to undergo physical tests to verify the answers given in this Self Medical Assessment? |  |  |  |
| ②Have you ever had any of the following: |  |  |
| 1. allergies |  |  |
| 2. high blood pressure |  |  |
| 3. diabetes? |  |  |
| 4. any type of Hepatitis? |  |  |
| ③Have you ever had any infectious disease that threatened public health before (such as, but not limited to: Cholera, Viral hepatitis A, Tuberculosis, AIDS, etc)? |  |  |
| ④Have you ever suffered from, or been treated for, depression, anxiety, or any other mental or mood disorder? (If you have received treatment, please explain and attach an official medical report). |  |  |
| ⑤Have you ever abused any narcotic, stimulant, hallucinogenic or other substance (whether legal or prohibited)? |  |  |
| ⑥ Have you ever been addicted to alcohol? |  |  |
| ⑦Have you been hospitalized in the last two (2) years? |  |  |
| ⑧ Have you had any serious injury, ailment or sickness in the last five (5) years? |  |  |
| ⑨ Do you have any visual or hearing impairments (excluding those that are easily corrected with glasses or contacts)? |  |  |
| ⑩ Do you have any physical disabilities? |  |  |
| ⑪ Do you have any cognitive/mental disabilities? |  |  |
| ⑫ Are you taking any prescribed medication? |  |  |
| ⑬ Medically speaking, do you have any dietary restrictions? |  |  |
| ⑭ When and for what reason did you last consult a physician? |  |
| ⑮ On average, how many standard servings of alcohol do you consume each week? |  |
| ⑯ On average, how many cigarettes do you consume per day? |  |
| **GENDER:** |  | **HEIGHT IN CENTIMETERS: \*** |  | cm | **WEIGHT IN KILOGRAMS: \*** |  | kg |  |

**\* Please be careful with conversions. 1 in = 2.54 cm 1 kg = 2.2 lbs**

**The answers I have provided throughout this application are true and correct to the best of my knowledge and I will bear full legal and financial responsibility for any errors or falsehoods contained herein. I am aware that any violation of Jeollanamdo Office of Education policies, even prior to arriving in Korea, can result in termination of the Jeollanamdo Office of Education Notice of Appointment and Contract.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| FIRST NAME | MIDDLE INITIAL | LAST NAME |
|  | MM | / | DD | / | YYYY |
| SIGNATURE (*DIGITAL APPLICANTS MUST TYPE HERE AND SUBMIT INK SIGNATURES LATER*) | DATE |

⑭**ADDITIONAL PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | IF YES, PLEASE EXPLAIN |
| 1. Have you studied in one of the seven (7) designated English-speaking countries (or studied at an English speaking accredited international school) beginning **from grade 7in middle school** through high school **and** university for a minimum total of 10 years?
 |  |  |  |
| 1. Do you now, or soon will have, a Bachelors degree or its equivalent? If you are currently in the last semester of obtaining your degree, please indicate the date in which you will receive your diploma.
 |  |  |  |
| 1. Do you currently hold a contract position in **Korea**? If yes, please give the exact finish date.
 |  |  |
| 1. Have you ever resigned from, or broken, any teaching contract, whether at home or abroad?
 |  |  |
| 1. Besides earlobe piercings, do you have any other piercings or tattoos? (Be specific. For tattoos, please indicate size and location)
 |  |  |
| 1. Have you ever been charged (whether convicted or dismissed) with anything more serious than a minor traffic offense?

\*\*NOTE: ALCOHOL OR SUBSTANCE-RELATED TRAFFIC OFFENSES ARE NOT CONSIDERED MINOR) |  |  |
| 1. Are you a vegetarian or vegan?
 |  |  |
| 1. Do you have any Korean language skills?
 |  |  |

|  |  |
| --- | --- |
| ⑮ **PLEDGE** | CHECK |
| 1. I understand that documents submitted to the Jeollanamdo Office of Education will **NOT** be returned regardless of the final outcome of the selection process.
 |  |
| 1. I am familiar with the job description and working environment for the Jeollanamdo Language Program.
 |  |
| 1. I will be expected to plan lessons in advance and sometimes lead English classes.
 |  |
| 1. I will notify Jeollanamdo Office of Education immediately if I decide to withdraw from the program. If I withdraw after receiving the Notice of Appointment, I understand that I will be unable to reapply for 1 year and must mail back these documents.
 |  |
| 1. I am prepared to bring the equivalent of 1,000 USD to support my stay during the first month of my contract.
 |  |
| 1. I understand that placements are made based on availability and the specific needs of the localCounty/City Offices of Education in Jeollanamdo. Specific location/school requests cannot be guaranteed.
 |  |
| 1. I understand that specific school location(s), type(s), and grade level(s) are determined by Jeollanamdo Office of Education and that I may not receive this information until shortly before my arrival in Korea.
 |  |
| 1. I am aware that commuting times to schools may vary and can sometimes be upwards of 60 minutes.
 |  |
| 1. I understand that I may have to teach at more than one school.
 |  |
| 1. I am aware that, although Korean dishes contain a lot of vegetables, a large number contain small amounts of meat or meat products.
 |  |
| 1. I will bear full legal and financial responsibility for any errors or falsehoods in the answers I have provided throughout this application.
 |  |
| 1. I am aware that if I break orientation rules such as unauthorized absences from lectures, or conduct unbecoming of Jeollanamdo Office of Education teachers, my contract may be terminated and the cost to fly out of Korea will be borne by myself.
 |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| FIRST NAME | MIDDLE INITIAL | LAST NAME |
|  | MM | / | DD | / | YYYY |
| SIGNATURE (*DIGITAL APPLICANTS MUST TYPE HERE AND SUBMIT INK SIGNATURES LATER*) | DATE |
|  |  |

|  |
| --- |
| **CONSENT FOR VERIFICATION****AND COLLECTION OF PERSONAL INFORMATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRST NAME** | **MIDDLE NAME** | **LAST NAME** | **GENDER** |
|  |  |  | M |  | F |  |
| **ADDRESS (NO., ST., APT.)** | **CITY** | **STATE/PROVINCE** | **POSTAL CODE** | **COUNTRY** |
|  |  |  |  |  |
| **BIRTH DATE****(YYYY / MM / DD)** | **PLACE OF BIRTH** | **TELEPHONE NUMBER****(COUNTRY & AREA CODE)** | **EMAIL** |
|  |  |  |  |

I hereby authorize the Jeollanamdo office of Education (and/or their authorized recruitment agencies) under the Korean Ministry of Education, Science & Technology to verify on my behalf the information disclosed in this application form and the documents required by Jeollanamdo Office of Education as well as collect other information deemed necessary by Jeollanamdo Office of Education to determine the applicant’s suitability from any institution, organization or individual issuing said information and/or documentation.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| FIRST NAME | MIDDLE INITIAL | LAST NAME |
|  | MM | / | DD | / | YYYY |
| SIGNATURE (*DIGITAL APPLICANTS MUST TYPE HERE AND SUBMIT INK SIGNATURES LATER*) | DATE |

**※INFORMATION OF AUTHORIZED ORGANIZATIONS**

|  |  |
| --- | --- |
| **Jeollanamdo Office of Education** | **Recruitment agency: Quality teaching in Korea** |
| **Phone**  | +82-61-640-3321 | **Phone**  | +44 (0) 7802599090 |
| **Address**  | Jeollanamdo International Education Center, Educational Support Team, 2nd floor Jeollanamdo, Yeosu-si, Dolsan-eup, Kangnam-ro 31,59769 | **Address**  | 465 Charminster Road, BournemouthDorset, The UK, BH8 9RA |

⑯**PERSONAL ESSAY**

※ Please write an essay below (minimum 500 words; maximum 800 words; use size 11 font; single spaced)

**We are interested in your ability to succeed as an ESL teacher in a public school in Korea. In the space below, please share with us your reasons for wanting to teach ESL in Korea, your educational philosophy and your thoughts on encountering cultural differences.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| FIRST NAME | MIDDLE INITIAL | LAST NAME |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| FIRST NAME | MIDDLE INITIAL | LAST NAME |

LESSON PLAN

Please use the sample template below to help you create a lesson plan. For your reference we have created a guide for lesson planning that can be found in the instructions.

※ Minimum 2full pages, single-spaced

**Any application with a lesson plan that is short will not be given an interview.**

Lesson Plan *(sample template)*

Date:

**►**Subject: **English or ESL**

**►**Unit (Title):

► Grade (No. of Students):

► Objectives: *By the end of the lesson, students should be able to…*

1.

2.

► Key Expressions: *Students will focus on using the following language.*

1.

2.

► Teaching Aids/Materials: *The instructor will require the following materials.*

1.

2.

► Steps and Procedures *(The following is a sample procedure. You can develop your own naming for each stage. As for the timing of the lesson, it will depend on the arrangements in your school. In Korean public schools, the instruction hours for each level are as follows: 40 min. in elementary school, 45 min. in middle school and 50 min. in high school. Depending on how long your class is, the ‘Development’ will stretch and contract as necessary. In other words, your ‘Introduction’ should be five to ten minutes, your ‘Conclusion’ five minutes, and your ‘Development’ should be whatever time remains in between for the students to practice the target language. )*

1. *Example 1*
* Introduction (5 min.): greetings & warm up, review, class arrangement, presentation of objectives
* Development ( 30-40 min.): presentation of today’s activities, practice, production
* Conclusion (5 min.): summary (review), evaluation of objectives (formative test), wrap up & assignment, presentation of the next lesson
1. *Example 2 :* Introduction, Presentation, Practice, Production, Conclusion
2. *Example 3:* Introduction, Body, Conclusion
3. *Example 4 :* Engage, Study, Activate, Summarize
4. *Example 5 :* Introduction and Warm up, Vocabulary and Handout, Navigation Quiz,

Group Activity, Presentation, and Conclusion