



Notice to Applicants

We are pleased that you have chosen to apply for a Native English Teacher position in Gyeonggi Province, Korea.

Here in Gyeonggi Province, the schools hire teachers directly under the guidance of Gyeonggi Provincial Office of Education. This job application package will be used as the standard form within Gyeonggi province so in order to find a position in Gyeonggi Province, please fill this form out and hand it in to your recruiter or school directly.

To be sure that your application receives full consideration, you must fill out the application form completely and accurately. Information from this form will be processed in accordance with the Data Protection Act. The information you provide is an essential component to the hiring and the immigration process.

We wish you good luck and look forward to have you on board.

※ Please visit gepik/wikispaces.com for more information on the GEPIK contract.



GYEONGGI ENGLISH PROGRAM IN KOREA

Job Application Package

Please place this completed checklist on top of your application form along with other documents in order as listed below.

CHECKLIST	TICK
1. Application Form with a glued passport photo	<input type="checkbox"/>
2. Resume	<input type="checkbox"/>
3. Copy of Passport photo page	<input type="checkbox"/>
4. Educational Documents: <ul style="list-style-type: none"> ● Sealed University Transcript ● Apostillized copy of Degree ● TESOL/TEFLE Certificate (min of 100hrs) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. At least two or more References (Personal & Professional Reference) <ul style="list-style-type: none"> - Your Professional Reference(s) should describe: <ul style="list-style-type: none"> ● Work duties and performance ● Duration of FULL-TIME employment ● Full contact information of the referee/employer - Your Personal Reference(s) should describe: <ul style="list-style-type: none"> ● Your character and full contact information of the referee 	<input type="checkbox"/>
6. Criminal Record Certificate <ul style="list-style-type: none"> - Must be: <ul style="list-style-type: none"> ● Apostilled or confirmed by the consul at a diplomatic mission abroad ● Issued within 6 months from the application date ● A nationwide criminal background check from your own country's government which covers the whole country's information - Please note that possession of any criminal record will immediately disqualify you from gaining employment in GEPIK 	<input type="checkbox"/>
7. Self-Health Assessment *	<input type="checkbox"/>
8. Three copies of signed Contract	<input type="checkbox"/>
9. Two copies of Security Deposit Agreement	<input type="checkbox"/>
Please send us an extra photocopy of all of your documents except for the Reference letters and the Sealed Transcript.	

Please DO NOT staple your application package

Please note:

- *In accordance with the immigration law, only one of the seven designated English Speaking Countries' citizens are eligible to work as a 'Foreign Language Instructor'.*
- *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.*
- *Self Health Assessment Report*
*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 of illegal drug use, alcoholism, or communicable diseases will result in the immediate cancellation of your employment at GEPIK and E2 visa.*

Declaration

I certify that all of the above information concerning myself and my background is 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 SEND YOUR APPLICATION WITH ALL REQUIRED DOCUMENTS TO YOUR RECRUITER

OR SCHOOL

Mailing Address

서울 특별시 구로구 도림천로 446,
예성유토피아 오피스텔 101 동 407 호
Suite 407, Yae-seong Utopia bldg 101
446, dorim-cheon-ro, Gurogu, Seoul
Zip 152-848

Tel : 82-2-553-7447

Fax : 82-2-6442-5872



APPLICATION FORM

PERSONAL INFORMATION (PLEASE PRINT)

FIRST NAME (ENTER YOUR LEGAL NAME)	MIDDLE NAME INITIAL	You must attach a passport quality photo of your face and shoulders here
SURNAME		
DATE OF BIRTH YYYY – MM - DD	GENDER MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	

CURRENT ADDRESS	
STREET #	
STREET NAME	
CITY	
STATE/PROVINCE	
POSTAL CODE	
COUNTRY	

MAILING ADDRESS (WHERE YOU WILL RECEIVE YOUR CONTRACT)	
STREET #	
STREET NAME	
CITY	
STATE/PROVINCE	
POSTAL CODE	
COUNTRY	

EMAIL ADDRESS	TELEPHONE NUMBER (INCL COUNTRY CODE & AREA CODE)
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PRIMARY CITIZENSHIP	SECONDARY CITIZENSHIP	MARITAL STATUS MARRIED <input type="checkbox"/> UNMARRIED <input type="checkbox"/>
IN ACCORDANCE WITH THE IMMIGRATION LAW, ONLY ONE OF THE SEVEN DESIGNATED ENGLISH SPEAKING COUNTRIES' CITIZENS ARE ELIGIBLE.		

TWO EMERGENCY CONTACTS			
NAME		NAME	
RELATION		RELATION	
PHONE		PHONE	
MAIL		EMAIL	

EDUCATIONAL BACKGROUND (PLEASE PRINT)

LEVEL	NAME OF INSTITUTION	STATE/PROVINCE /COUNTRY	ENROLLMENT		GRADUATION DATE	# YEARS	
			FROM	TO			
ELEMENTARY			MM/YY	MM/YY	MM/YY		
MIDDLE			MM/YY	MM/YY	MM/YY		
HIGH			MM/YY	MM/YY	MM/YY		
POST SECONDARY (1)			MM/YY	MM/YY	MM/YY		
	DEGREE:	MAJOR:				GPA OR %:	/
		MINOR:				GPA OR %:	/
POST SECONDARY (2)			MM/YY	MM/YY	MM/YY		
	DEGREE:	MAJOR:				GPA OR %:	/
		MINOR:				GPA OR %:	/

Please note, GEPIK does not recognize degrees obtained from other than one of the seven designated English-speaking countries*. (See note on the 2nd page). For F4 visa holders, you will be asked to provide an official document as proof for a minimum of 10 years of secondary and higher educational background in one of the seven designated English-speaking countries.

ENGLISH TEACHING CERTIFICATION/TEACHING CERTIFICATION

TICK	TITLE OF CERT.	ACCREDITING INSTITUTION	ISSUE DATE	HOURS COMPLETED
<input type="checkbox"/>	TEFL/TESOL/CELT/CELTA		MM/YY	
<input type="checkbox"/>	TEACHING CERTIFICATION /LICENSE /CREDENTIALS		MM/YY	N/A

SUCCESSFUL APPLICANTS MUST PROVIDE DOCUMENTED PROOF FOR HOLDING CERTIFICATES.

TEACHING EXPERIENCE (IN CHRONOLOGICAL ORDER)

NAME AND LOCATION OF INSTITUTION	POSITION	SUBJECT(S) TAUGHT	AGES TAUGHT	DATE FROM	DATE TO
INSTITUTION STATE PROVINCE COUNTRY				MM/YY	MM/YY
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:					
INSTITUTION STATE PROVINCE COUNTRY				MM/YY	MM/YY
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:					
INSTITUTION STATE PROVINCE COUNTRY				MM/YY	MM/YY
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:					
INSTITUTION STATE PROVINCE COUNTRY				MM/YY	MM/YY
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:					

NON-TEACHING WORK EXPERIENCE (IN CHRONOLOGICAL ORDER)

NAME AND TYPE OF BUSINESS	POSITION	JOB DETAILS	DATE FROM	DATE TO
EMPLOYER STATE PROVINCE COUNTRY			MM/YY	MM/YY
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
EMPLOYER STATE PROVINCE COUNTRY			MM/YY	MM/YY
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
EMPLOYER STATE PROVINCE COUNTRY			MM/YY	MM/YY
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
EMPLOYER STATE PROVINCE COUNTRY			MM/YY	MM/YY
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				

GENERAL QUESTIONS

1. Have you ever been in Korea before?

YES NO

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

2. Have you ever broken any teaching contract?

YES NO

If yes, please explain why.

3. Do you have any Korean language skills?

YES NO

If yes, please choose your level below.

Beginner Intermediate Advanced

4. If accepted, what is the earliest start date you can work in Korea?

YYYY – MM – DD

5. Which grade level(s) do you prefer to teach?

Elementary (Grade 1~6) , Middle (Grades 7~9) , High (Grades 10~12) , Any Grades

6. Please choose your preferred location of the school area

- City area (name of the city if applicable: _____)

- Designated Rural Area (name of the place if applicable: _____)

* Designated Rural monthly allowance of 100,000 KRW

- Either

7. 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)

8. What are your personal/professional strengths?

9. What are your personal/professional weaknesses?

Your preferences will be considered,
but cannot guarantee that all preferences will be fulfilled.

Personal Essay (300~500 words, size 11 font, single spaced)

Your personal essay is the most important part of the application process. In the space below, please write a personal essay describing:

- Brief introduction of yourself.
- Experiences that you feel would be helpful to your teaching in Korea.
- Why you want to (continue) teach and live in Korea.
- Your philosophy of teaching/education.



ELIGIBILITY

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

PAY CATEGORY	MONTHLY SALARY	REQUIREMENTS	TICK
CATEGORY 5	2,500,000 KRW PER MONTH	- Contract renewal as a Category 1+ at the same school within GEPIK.	<input type="checkbox"/>
CATEGORY 1+	2,400,000 KRW PER MONTH	- Employed as a Category 1 teacher for one full year.	<input type="checkbox"/>
CATEGORY 1	2,300,000 KRW PER MONTH	Category 3 AND Minimum three years of full time ENGLISH teaching experience at an accredited institution	<input type="checkbox"/>
CATEGORY 2+	2,200,000 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	2,100,000 KRW PER MONTH	Category 3 AND one of the following: - 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	2,000,000 KRW PER MONTH	ONE of the following: - 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) SEX	5) PASSPORT NUMBER	
6) Have you ever caught infectious diseases that threaten Public Health before? Yes <input type="checkbox"/> (Infectious Disease name: _____), 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/ Emotional Disorder? 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 원어민영어보조교사 (GEPIK) 동의 서약서 Letter of Agreement

1. 본 계약의 이행과정에서 피고용자의 주의태만, 과실, 위법행위 또는 이와 관련하여 발생할 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 원**은 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 한 달 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 for the first three (3) months of employment until it amounts to a total of **900,000 KRW**.

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 a month after the completion of the Contract or in the event that the Employee terminates his/her Contract.

본인은 위 동의서에 명시된 손해배상적립금 **900,000 원의 예치에 동의**하고 다음과 같이 서약합니다.

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

고용자(학교장)의 서명(또는 직인)

Employer's Signature or Seal (School Principal)

피고용자의 서명

Employee's Signature

서명 날짜 Date: