



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 <https://edup.goe.go.kr/gfe/gfeMain/main.do> for more information on the GEPIK contract.



GYEONGGI ENGLISH PROGRAM IN KOREA

Job Application Package 2017

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



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)

PRIMARY CITIZENSHIP

SECONDARY CITIZENSHIP

MARITAL STATUS

IN ACCORDANCE WITH THE IMMIGRATION LAW, ONLY ONE OF THE SEVEN
DESIGNATED ENGLISH SPEAKING COUNTRIES' CITIZENS ARE ELIGIBLE.

MARRIED ☐

UNMARRIED ☐

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	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:			MM/YY	MM/YY
INSTITUTION STATE PROVINCE COUNTRY	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:			MM/YY	MM/YY
INSTITUTION STATE PROVINCE COUNTRY	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:			MM/YY	MM/YY
INSTITUTION STATE PROVINCE COUNTRY	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:			MM/YY	MM/YY

NON-TEACHING WORK EXPERIENCE (IN CHRONOLOGICAL ORDER)

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

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"/>