

# GYEONGSANGNAM PROVINCIAL OFFICE OF EDUCATION

## Guest English Teacher Application Form, 2019

경상남도교육청

Personal Information													
<b>Full Name</b> <small>(as written in passport)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 25px;"></td> <td style="width: 33%; height: 25px;"></td> <td style="width: 33%; height: 25px;"></td> </tr> <tr> <td style="text-align: center;"><i>First Name</i></td> <td style="text-align: center;"><i>Middle Name</i></td> <td style="text-align: center;"><i>Last Name</i></td> </tr> </table>								<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>		
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<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Marital Status</b>	<input type="checkbox"/> Married <input type="checkbox"/> Single										
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<b>Primary Citizenship</b>													

Mailing Address/Contact								
<i>*List the mailing address you would like contracts/Notice of Appointments sent to. Notify your recruiter/GOE immediately of any changes in address.</i>								
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Emergency Contact								
<i>*Please enter emergency contact information of someone who can be reached in case of an emergency.</i>								
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Skype Interview Contact Information																				
<b>Interview Time Frame</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; text-align: center;"><b>M</b></td> <td style="width: 16.6%; text-align: center;"><b>Tu</b></td> <td style="width: 16.6%; text-align: center;"><b>W</b></td> <td style="width: 16.6%; text-align: center;"><b>Th</b></td> <td style="width: 16.6%; text-align: center;"><b>F</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 25px;"></td> <td style="width: 50%; height: 25px;"></td> </tr> <tr> <td style="text-align: center;"><i>Mon-Fri</i></td> <td style="text-align: center;"><i>Time Frame (KST)</i></td> </tr> </table>			<i>Mon-Fri</i>	<i>Time Frame (KST)</i>	<b>Skype ID</b>			
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<b>Telephone</b>	<i>(Please Include Country Code &amp; Area Code)</i>																			

*\*Please note that Interviews are scheduled according to Korean Standard Time (KST).  
 Interview times: Mon-Fri from 09:00 – 12:00 & 13:00 – 18:00.  
 Please list all available interview time (Ex. M-F, 14:00-17:30 KST)*

**Educational Background**

*\* For post-secondary education, please list all institutions where you have obtained credits toward your degree(s).  
NOTE: The GOE 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)	Enrollment Length
			From (MM/YY)	To (MM/YY)		
Elementary School						Years
Middle School						Years
High School						Years
Post-Secondary Education(1)						Years
	Degree:	Major:			Overall Grade:	
Post-Secondary Education(2)						Years
	Degree:	Major:			Overall Grade:	
OTHER	<i>If you require additional space, please refer to the Additional Information Document</i>					

**Teaching Qualifications**

Title of Certification	Accrediting Institution	Issue Date (MM/YY)	Total Course Hours	
			In-Class	Online
TEFL/TESOL/CELT/CELTA				
Teaching Certificate/License				

**Full-Time/Part-Time Teaching Experience (beginning with most recent)**

Name of Institution	Position Title	Full/Part Time	Subject	State/Province & Country	Age Range	From (MM/YY)	To (MM/YY)
If you are currently holding a contract position, what is the exact date of contract completion?							
OTHER	<i>If you require additional space, please refer to the Additional Information Document</i>						

**Contact Information for Full-Time Teaching Experience IN KOREA (from most recent contracts)**

Name of Institution	Name of Main Co-teacher / Director	Office Phone	E-mail

**Contact Information for Letters of Recommendation**

Name of Referee	Name of Institution	Relationship to you	Phone	E-mail

## Contract Checklist

Salary			Placement																													
<p><i>*Pay scale can be found on the GOE website(<a href="http://www.gne.go.kr/index.gne?menuCd=DOM_000_000157001004000">www.gne.go.kr/index.gne?menuCd=DOM_000_000157001004000</a>). Please mark the pay level that you currently qualify for AND the level you expect to qualify for when beginning the GOE contract.</i></p>			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #FFD700;"> <th style="width: 10%;">Level</th> <th style="width: 5%;">Requirement</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Level 1</td> <td style="text-align: center;">1</td> <td>2 Years full-time teaching exp + one of the following -BA(edu)/Major* OR MA(edu)/Major* OR Teacher License OR Cert*</td> </tr> <tr> <td style="text-align: center;">2</td> <td>After 1 year as a level 2 with renewing province</td> </tr> <tr> <td rowspan="4" style="text-align: center;">Level 2+</td> <td style="text-align: center;">1</td> <td>1 year full-time teaching exp + one of the following: -BA(edu)/Major* OR Teacher License OR Cert*</td> </tr> <tr> <td style="text-align: center;">2</td> <td>MA(any discipline) + BA(edu)/Major*</td> </tr> <tr> <td style="text-align: center;">3</td> <td>MA(edu)/ Major*</td> </tr> <tr> <td style="text-align: center;">4</td> <td>After 1 year as a level 2 with the renewing province</td> </tr> <tr> <td rowspan="4" style="text-align: center;">Level 2</td> <td style="text-align: center;">1</td> <td>BA(edu) + Major*</td> </tr> <tr> <td style="text-align: center;">2</td> <td>BA(any discipline) + Cert*</td> </tr> <tr> <td style="text-align: center;">3</td> <td>BA(any discipline) + Teacher License</td> </tr> <tr> <td style="text-align: center;">4</td> <td>BA(any discipline) + 1 year TaLK scholar experience</td> </tr> <tr> <td style="text-align: center;">Level 3</td> <td colspan="2">BA(any discipline)</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">                     *Major: Teaching, TESOL, Second Language Studies, or Education.                      *Cert: TEFL/ TESOL/ CELTA certificate (min 100 hours total)                      *The GOE does not recognize overseas private academy experience                      *Final pay level will be determined upon review of final documents                 </p>		Level	Requirement	Level 1	1	2 Years full-time teaching exp + one of the following -BA(edu)/Major* OR MA(edu)/Major* OR Teacher License OR Cert*	2	After 1 year as a level 2 with renewing province	Level 2+	1	1 year full-time teaching exp + one of the following: -BA(edu)/Major* OR Teacher License OR Cert*	2	MA(any discipline) + BA(edu)/Major*	3	MA(edu)/ Major*	4	After 1 year as a level 2 with the renewing province	Level 2	1	BA(edu) + Major*	2	BA(any discipline) + Cert*	3	BA(any discipline) + Teacher License	4	BA(any discipline) + 1 year TaLK scholar experience	Level 3	BA(any discipline)	
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Placement																				
<p style="text-align: center;">Please select 2 Urban AND 2 Rural locations OR leave blank for no preference.                      *If you select 2 Urban locations and do not select any Rural locations, your placement will be considered as no preference.</p> <p style="text-align: center; font-weight: bold; font-size: small;">PLEASE UNDERSTAND YOUR PREFERENCES ARE TAKEN INTO CONSIDERATION, BUT IS NOT A GUARANTEE</p>																				
Urban Locations		Rural Locations																		
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⑩ Uiryeong																				
	<b>Location 1:</b>          <b>Location 2:</b>		<b>Location 1:</b>          <b>Location 2:</b>																	

Joint Applicant	
<p><b>NOTE:</b> Joint applicants are reserved for ONLY MARRIED COUPLES who are both applying to the GOE. Proof of Marital status in the form of a copy of marriage certificate must be provided. Please note that couple housing OR placement in the same area is NOT a guarantee.</p>	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Name of Spouse</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <input type="checkbox"/> Yes    <input type="checkbox"/> No                 </div> <p style="text-align: center; font-size: small;">Couple Housing</p>

## APPLICATION ASSESSMENT

Question	Yes	No	If Yes, Please Explain
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 7 in middle school through high school and university for a minimum total of 10 years?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a Bachelor's degree or its equivalent? If no, please indicate the exact date you will receive your diploma	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever resigned from, or broken, any teaching contract, whether at home or abroad?	<input type="checkbox"/>	<input type="checkbox"/>	
Besides earlobe piercings, do you have any other piercings or tattoos? (Be specific. For tattoos, please indicate size and location).	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been charged (Whether convicted or dismissed) with any offense/crime? (Alcohol, substance-related & traffic offenses included)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any dietary restrictions? (Vegetarian, Vegan, Pescatarian...)	<input type="checkbox"/>	<input type="checkbox"/>	
Will you opt to find your own housing, and receive a housing stipend of 400,000won per month? <i>Please note that if you select your own housing, your school is under no obligation to assist you. Please consider proximity to school when finding housing as issues caused by housing (recurring tardiness) could potentially affect your employment. Please also note that the housing stipend will be sent to your bank account, which means that it will be considered as income earned, thus it will be taxed.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Selection <b>cannot be changed</b> after submission of this application.</i>			

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## SELF-MEDICAL ASSESSMENT

Question	Yes	No	If Yes, Please Explain
Are you prepared to undergo physical tests to verify the answers given in the Self-Medical Assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever had any of the following?:			
1. Allergies	<input type="checkbox"/>	<input type="checkbox"/>	
2. High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	
3. Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any type of Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	
Do you currently have or ever had any infectious disease that threatened public health before (such as, but not limited to: Cholera, Tuberculosis, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have 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 a medical report).	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever abused or been addicted to alcohol, any narcotic, stimulant, hallucinogenic or other substance (whether legal or prohibited)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you taking any prescribed medication?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any cognitive or mental disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any visual or hearing impairment (excluding those that are easily corrected with glasses or contacts) OR any physical disability?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any serious injury or sickness in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>	
Medically speaking, do you have any dietary restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	
On average, how many standard servings of alcohol do you drink each week?			
On average, how many cigarettes do you smoke per day?			
HEIGHT IN CENTIMETERS (Round to the nearest whole number)	CM	WEIGHT IN KILOGRAMS (Round to the nearest whole number)	KG

1 in = 2.54 cm

1 lbs = 0.45 kg

## ACKNOWLEDGEMENT OF GOE POLICIES Check

①	I understand that documents submitted to the GOE will NOT be returned regardless of the final outcome of the selection process.	<input type="checkbox"/>
②	I understand I will be expected to plan lessons in advance and lead English classes.	<input type="checkbox"/>
③	I will notify the GOE immediately if I decide to withdraw from the program. If I withdraw after receiving final approval, I understand that I will be unable to reapply for 1 year and must mail back any documents from the GOE.	<input type="checkbox"/>
④	I am prepared to bring the equivalent of 1,000 USD to support my stay during the first month of my contract.	<input type="checkbox"/>
⑤	I understand that specific school location(s), type(s), and grade level(s) and the number of schools I may teach at are determined by the GOE and will not be released until after my arrival in Korea.	<input type="checkbox"/>
⑥	I understand commuting times may vary and sometimes be upwards of 60 minutes.	<input type="checkbox"/>
⑦	I understand that as a GOE teacher, I am not allowed to have any pets while residing in Korea.	<input type="checkbox"/>
⑧	I will inform the GOE, immediately, of any change in my health (surgery, pregnancy, injury, additional prescribed medication, etc.) or of any new tattoos or facial piercings that are obtained after submission of this application. I understand that this information must be shared with the GOE within 24 hours and that if I have received a placement, it may be grounds for reevaluation by the GOE.	<input type="checkbox"/>
⑨	I understand that all successful applicants must take a medical exam in Korea in accordance with the requirements of the GOE program. If the results show that the applicant is unfit to be a GOE teacher, all costs for entry, stay, and departure will be borne by the GOE applicant.	<input type="checkbox"/>
⑩⑩	I will keep all tattoos covered when in any educational or professional setting. I will take measures to ensure that tattoos will not be seen by any student, educator, instructor, supervisor, or other individuals associated or affiliated with my educational institution or the GOE. I will accept any consequences for the failure to do so. I will also remove any piercings if asked to by my superiors.	<input type="checkbox"/>
⑪⑪	I will not smoke on school grounds or at any school functions. I understand that I may or may not be able to smoke inside the school-provided housing and will abide by the rules of the housing's landlord. I will refrain from smoking in public where there is a reasonable chance that I may be seen by students or co-workers.	<input type="checkbox"/>
⑫⑫	I give permission to the GOE to use the email contacts provided in this application for the purposes of communication, providing information, conducting surveys and etc. as needed. I give authorization for any photos and videos of me taken during any GOE affiliated event to be used in any promotional, educational, or other materials.	<input type="checkbox"/>
⑬⑬	I hereby authorize the GOE to verify on my behalf the information disclosed in this application form and the documents required by GOE as well as collect other information deemed necessary by the GOE to determine the applicant's suitability from any institution, organization or individual issuing said information and/or documentation.	<input type="checkbox"/>
⑭⑭	I understand that all information provided to the GOE will be stored on secured servers where access will be limited to the GOE staff and affiliates. I understand that all reasonable efforts will be made to protect confidential and sensitive information.	<input type="checkbox"/>
⑮⑮	The answers I have provided throughout this application are true and correct and I will bear full legal and financial responsibility for any errors or falsehoods contained herein. I am aware that any violation of GOE policies, even prior to arriving in Korea, can result in termination of the GOE Notice of Appointment and Contract.	<input type="checkbox"/>
⑯⑯	I understand that an official job offer from the GOE is not valid until a stamped contract is in my hand.	<input type="checkbox"/>
⑰⑰	By signing below, and submitting my application, I understand and agree that failure to uphold any of the above statements may be grounds for termination of contract offer.	<input type="checkbox"/>

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*First Name*

*Middle Name*



*Last Name*

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*Signature*

*Date*

*\*e-signature sufficient for initial app. Successful applicants must submit form w/ INK SIGNATURE at a later date*

<p><b>Contact Information</b></p> <p>Gyeongsangnam-do Office of Education (School Innovation Division)</p> <p>241 Joongang-daero, Uichang-gu, Changwon-si, Gyeongsangnam-do, South Korea 641-719 (51430)</p>	<p>Young-Jin Kim, Foreign Coordinator</p> <p>Phone: +82-55-268-1517</p> <p>Fax: +82-55-268-1529</p> <p>Email: <a href="mailto:Kimyjjin@korea.kr">Kimyjjin@korea.kr</a></p>
	

## PERSONAL ESSAY

※ In the space below, please share with us your reasons for wanting to teach EFL in Korea, your educational philosophy and your thoughts on encountering cultural differences. If you have previously taught in Korea or are currently teaching in Korea, please state why you would like to return or continue teaching in Korea.

*(minimum 500 words; maximum 800 words; size 12 font; single spaced)*



# LESSON PLAN

Please select a prompt below and use the sample template on the following page to create a lesson plan

Any application with a lesson plan that does not meet the minimum requirements will not be considered for an interview.

※ Minimum 2 full pages, single-spaced

Maximum 5 pages including all attachments

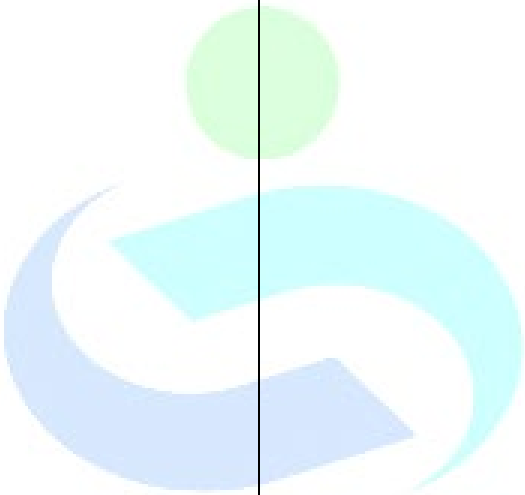
<p style="text-align: center;"><b>Prompt 1</b></p> <p>Elementary Grade 3          Title : <i>Hi, I'm Jinsu?</i>          Key phrases:          Hello          Hi          What's your name?          I'm ____.          Nice to meet you.          Nice to meet you too.</p>	<p style="text-align: center;"><b>Prompt 2</b></p> <p>Elementary Grade 5          Title: <i>How's it going?</i>          Key phrases:          How's it going?          Not so good.          I have a cold. I'm good, thanks.          See you tomorrow          See you          I have a cold.          I'm tired.</p>
<p style="text-align: center;"><b>Prompt 3</b></p> <p>Elementary Grade 4          Title : <i>It's Time for Lunch</i>          Key phrases:          What time is it?          It's ____          __ o'clock          Let's have dinner at ____          I'm late          You're late</p>	<p style="text-align: center;"><b>Prompt 4</b></p> <p>Elementary Grade 6          Title: <i>Where is the Bank?</i>          Key phrases:          Where is the ____ ?          In front of          Behind          Next to          ____ Blocks          Turn right/left          Go straight</p>

General Notes about a standard Korean classroom	
<p><u>Class Times</u></p> <p style="text-align: center;"><i>Elementary School – 40 minutes</i>  <i>Middle School - 45 minutes</i>  <i>High School – 50 minutes</i></p>	<p><u>Class Sizes</u></p> <p style="text-align: center;"><i>25-30 students</i>  <i>(There are of course schools with more students as well as far less students, but in general, 25-30 is the average number of students in a Korean classroom)</i></p>

# LESSON PLAN TEMPLATE

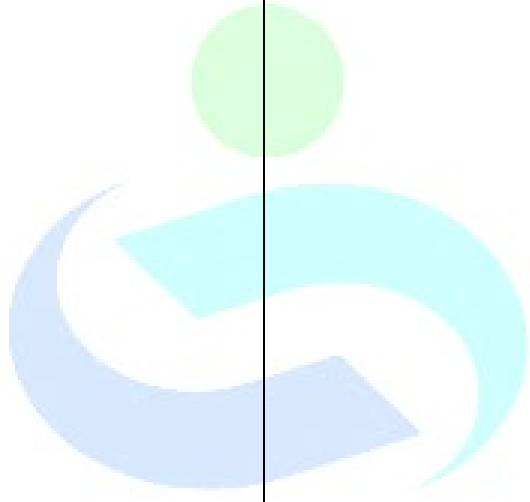
Title		Grade Level	
Theme		Textbook Page	
Objective		Instructional Model	
Key Vocabulary			
Key Expressions			

Class Phase	Class Element	Student-Teacher Interaction		Time	Materials & Anticipated Problems/Solutions
		Teacher	Student		
Introduction					





Development



Closing

