





# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

2/11

### ⑥-3 EMERGENCY CONTACT Please list the contact info of someone who can be reached easily in case of emergency

FIRST NAME	FAMILY NAME	RELATIONSHIP TO APPLICANT		
HOUSE NUMBER & STREET NAME	CITY	STATE/PROVINCE	ZIP CODE	COUNTRY
HOME PHONE (INCL. COUNTRY CODE & AREA CODE)		WORK PHONE (INCL. COUNTRY CODE & AREA CODE)		
MOBILE PHONE (INCL. COUNTRY CODE & AREA CODE)		EMAIL		

### ⑥-3 CURRENT AND PREVIOUS RESIDENCE(S)

Please list the dates and names of your current address and where you have lived for 6 months or more for the past 10 years (you can omit addresses where you resided for a single school term). Please list starting from most recent residence. Add more rows if necessary.

STATE / PROVINCE	COUNTRY	FROM (MM/YY)	TO (MM/YY)	YEAR(S)	MONTH(S)
<i>Residence listed in section ⑥-1</i>		MM/YY	MM/YY		
		MM/YY	MM/YY		
		MM/YY	MM/YY		
		MM/YY	MM/YY		

### ⑦-1 CRIMINAL RECORD

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**

YES  NO

### ⑦-2 MINIMUM EDUCATIONAL REQUIREMENTS

Have you studied in one of the seven (7) designated English-speaking countries beginning from the first year of middle school through high school and university for a minimum total of 10 years AND do you now or will you soon hold a Bachelors degree or its equivalent?

YES  NO

### ⑦-3 WILLINGNESS TO WORK ANYWHERE IN CHUNGNAM

Are you willing to work at a public school anywhere in Chungnam?  YES  NO

### ⑦-4 WILLINGNESS TO WORK AT ANY EDUCATIONAL INSTITUTION

Are you willing to work at any public educational institute (primary or secondary or training center)?  YES  NO

### ⑦-5 SUCCESSFUL CONTRACT COMPLETION\*

Have you ever resigned from, or broken, any teaching contract, whether at home or abroad? If yes, please explain briefly:  YES  NO

### ⑦-6 CURRENT CONTRACT STATUS

Do you currently hold a contract position in Korea? If yes, please give the exact finish date below.  YES  NO

M	M	D	D	Y	Y	Y	Y
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# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

3/11

### 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: SEPIC 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	N/A	
MIDDLE SCHOOL			MM/YY	MM/YY	N/A	
HIGH SCHOOL			MM/YY	MM/YY	MM/YY	
POST SECONDARY EDUCATION (1)			MM/YY	MM/YY	MM/YY	
	DEGREE:	MAJOR:			GPA or %:	/
POST SECONDARY EDUCATION (2)	(IF APPLICABLE)		MM/YY	MM/YY	MM/YY	
	DEGREE:	MAJOR:			GPA or %:	/
POST SECONDARY EDUCATION (3)	(IF APPLICABLE)		MM/YY	MM/YY	MM/YY	
	DEGREE:	MAJOR:			GPA or %:	/

### ⑧-2 TEFL/ TESOL or CELTA CERTIFICATION

TITLE OF CERTIFICATION	ACCREDITING INSTITUTION	ISSUE DATE (MM/YY)	HOURS COMPLETED
TEFL / TESOL (100+ Hours)		MM/YY	
CELTA		MM/YY	

\*\*Successful applicants must provide documented proof of the number of completed hours for a TEFL or TESOL certificate. The original certificate must be shown before the contract start date.

### ⑧-3 TEACHING CERTIFICATION / LICENSE / CREDENTIALS

	TITLE OF CERTIFICATION	ACCREDITING INSTITUTION	ISSUE DATE (MM/YY)	EXPIRY DATE (MM/YY)
TEACHING CERTIFICATION/ LICENSE/ CREDENTIALS			MM/YY	MM/YY

### ⑨ CONTACT INFORMATION FOR LETTERS OF RECOMMENDATION

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



# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

4/11

### ⑩ NON-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-TIME OR PART-TIME
			MM/YY	MM/YY		
			MM/YY	MM/YY		
			MM/YY	MM/YY		
			MM/YY	MM/YY		

### ⑪-1 FULL-TIME TEACHING EXPERIENCE Please list only full-time teaching experience at an accredited educational institution. List from the most recent full-time teaching experience and add more rows if necessary.

**IMPORTANT NOTE:** For salary purposes, SEPIC will accept only full-time experience occurring at the same institution for a minimum of "one full academic year". In order to be eligible for a higher salary, successful applicants will have to provide official proof of teaching experience issued by the institution in question which shall include official letterhead and contact information of the institution, an official signature where applicable, and specific start and finish dates including the day, month and year. All letters should clearly indicate "full-time" and letters indicating less than 12 months of experience must clearly indicate "one full academic year".

NAME OF INSTITUTION	COUNTRY	AGE RANGE 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							

### ⑪-2 CONTACT INFORMATION FOR FULL-TIME TEACHING EXPERIENCE IN KOREA

If you have taught in Korea, please list the contact information for your institution(s). The contact information must be for the main administration office, your director or supervisor. If you have done more than two contracts, please list the two most recent contracts.

NAME OF INSTITUTION	NAME OF MAIN CO-TEACHER / DIRECTOR	OFFICE PHONE	EMAIL

### ⑪-3 PART-TIME STUDENT TEACHING or TUTORING EXPERIENCE List from the most recent experience and add more rows if necessary. You may also include education-related volunteer experience in this section.

NAME OF INSTITUTION	POSITION TITLE	STATE/ PROVINCE & COUNTRY	AGE RANGE OF STUDENTS	FROM (MM/YY)	TO (MM/YY)	NUMBER OF MONTHS
				MM/YY	MM/YY	
				MM/YY	MM/YY	
				MM/YY	MM/YY	

### ⑫ SALARY LEVEL Please list the pay level that you CURRENTLY qualify for and the level you expect to qualify for when you begin the SEPIC contract (based on expected completion of TEFL/ TESOL/ CELTA certification and/or teaching experience).

	LEVEL 3 (beginning salary)	LEVEL 2	LEVEL 2+	LEVEL 1 (top entry level)
CURRENT QUALIFICATION				
EXPECTED QUALIFICATION				



# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

5/11

### ⑬-1 PREFERENCE FOR TYPE OF EDUCATIONAL SETTING

	PRIMARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL	TRAINING INSTITUTE
In numerical order (1 being most preferred), list which type of school best matches your strengths:**				

\*\*Please note that SEPIC try to place successful applicants according to their apparent suitability and strengths, however, there is much variation of availability between districts and the type of educational setting cannot be guaranteed in advance.

⑬-2 Do you understand that specific school location and type is determined by the SEPIC and is notified after arrival in Korea? YES NO

⑬-3 Do you understand that you may have to teach at more than one school? YES NO

⑬-4 Are you willing to commute up to approximately 60 minutes to your school(s)? YES NO

⑭-1 **JOINT APPLICATION** (If applicable) please list other SEPIC applicants you would like to live in the same area. **IMPORTANT NOTE:** SEPIC cannot guarantee joint applicants placements in the same city in non-city provinces or in the same district in the province.

NAME	M/F	RELATIONSHIP
1.		
2.		

### MARRIED COUPLES HOUSING

**IMPORTANT NOTE:** Couples housing is offered only to **married couples** who are both participating as SEPIC teachers. Marital status must be proved by means of identification with the same surname or a photocopy of the marriage certificate.

⑭-2 Are you married to the person listed in line 1 of section ⑭-1? YES NO

⑭-3 Would you like joint housing for you and your spouse listed in line 1 of section ⑭-1? YES NO

⑭-4 **DEPENDENTS\*\*** Please list any dependents that will accompany you to Korea.

NAME	RELATIONSHIP	M/F	AGE	NATIONALITY

\*\*Please note that SEPIC does not provide family accommodations. Therefore, please be sure to discuss your intention to bring dependents with you to Korea with an SEPIC staff member during the application interview.

⑭-5 Are you planning on bringing any pets to Korea? YES NO



# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

6/11

### ⑮ ADDITIONAL PERSONAL INFORMATION

	YES	NO	IF YES, EXPLAIN BRIEFLY
① Have you ever been charged (whether convicted or dismissed) with more than a minor traffic violation? **			
② Have you ever applied to teach at a public school in Korea? Where did you apply?			
③ Are you currently applying for other ESL positions? In which provinces or countries?			
④ Have you ever visited Korea before?			
⑤ Do you have any Korean language skills?			
⑥ Are you a vegetarian or vegan?			
⑦ Are you aware that, although Korean dishes contain a lot of vegetables, a large number contain small amounts of meat or meat products?			
⑧ Have you ever lived or travelled abroad for 3 months or more?			
⑨ Do you have any tattoos or piercings?			
⑩ Are you familiar with the job description and working environment for GETs?			
⑪ Are you aware that you will be expected to plan lessons in advance and sometimes lead English classes?			
⑫ Do you agree to notify SEPIC within 48 hours if you drop out after you have received the Notice of Appointment?			
⑬ Are you prepared to bring approximately 1,000 USD worth of money (or the equivalent) to support your stay during the first month of your contract?			

**\*\* Driving under the influence of alcohol or other substances is NOT considered a minor offense.**

### ※ REQUIRED DOCUMENTS

If you successfully pass the SEPIC interview, you will be required to submit all the necessary documents to complete your application. More information about the required documents can be obtained from your recruiting agency.

**\*\*DOCUMENTS SUBMITTED TO SEPIC WILL NOT BE RETURNED REGARDLESS OF THE FINAL OUTCOME OF THE SELECTION PROCESS.\*\***

**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.**

FIRST NAME

MIDDLE INITIAL

LAST NAME

MM / DD / YYYY

SIGNATURE (DIGITAL APPLICANTS MUST TYPE HERE AND SUBMIT INK SIGNATURES LATER)

DATE



# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

7/11

### ⑯ 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 Korea Immigration Service and the SEPIC program. If the results show that the applicant is unfit to be a SEPIC teacher, all costs for entry, stay, and departure will be borne by the SEPIC applicant.

GENDER:	HEIGHT IN CENTIMETERS:	cm	WEIGHT IN KILOGRAMS:	kg	
① When and for what reason did you last consult a physician? (Please explain in the adjacent space)					
QUESTION			YES	NO	IF YES, PLEASE EXPLAIN
② Are you HIV positive or do you have AIDS?					
③ Have you ever had an infectious disease that poses a risk to public health (such as, but not limited to, tuberculosis, and other STDs)?					
④ Have you ever had any of the following:					
1. allergies					
2. high blood pressure					
3. diabetes?					
4. any type of Hepatitis?					
⑤ 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 an official medical report).					
⑥ Have you ever been addicted to alcohol?					
⑦ Have you ever abused any narcotic, stimulant, hallucinogenic or other substance (whether legal or prohibited)?					
⑧ If necessary, are you prepared to undergo physical tests to verify the answers given in questions ⑥ and ⑦ above?					
⑨ Have you been hospitalized in the last two (2) years?					
⑩ Have you had any serious injury, ailment or sickness in the last five (5) years?					
⑪ Do you have any visual or hearing impairments (excluding those that are easily corrected with glasses or contacts)?					
⑫ Do you have any physical disabilities?					
⑬ Do you have any cognitive/mental disabilities?					
⑭ Are you taking any prescribed medication?					
⑮ Are you on a special diet?					
⑯ On average, how many standard servings of alcohol do you consume each week?					

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.

FIRST NAME

MIDDLE INITIAL

LAST NAME

MM / DD / YYYY



# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

8/11

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		ZIP CODE
							COUNTRY
BIRTH DATE (MM-DD-YY)		PLACE OF BIRTH		TELEPHONE NUMBER (COUNTRY & AREA CODE)		E-MAIL	

I hereby authorize Secondary English Program in Chungnam (SEPIC) under Chungnam Office of Education(CNOE) to verify on my behalf the information disclosed in this application form and the documents required by SEPIC as well as collect other information deemed necessary by SEPIC 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



**Secondary English Program in Chungnam (SEPIC)**  
 Chungnam Office of Education (CNOE)  
 National Institute for International Education (NIIED)  
 Ministry of Education, Science & Technology (MEST)



# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

9/11

### ⑰ PERSONAL ESSAY

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FIRST NAME

MIDDLE INITIAL

LAST NAME

※ Please write an essay below (minimum 500 words; maximum 1 page)

**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.**



# Secondary English Program in Chungnam (SEPIC)

## APPLICATION FORM FOR FALL 2010

10/11

### ⑯ LESSON PLAN

SEPIC requires all applicants to submit a lesson plan along with their application. 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.

## 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

2) *Example 2* : Introduction, Presentation, Practice, Production, Conclusion

3) *Example 3*: Introduction, Body, Conclusion

4) *Example 4* : Engage, Study, Activate, Summarize



## Secondary English Program in Chungnam (SEPIC)

### APPLICATION FORM FOR FALL 2010

11/11

- 5) *Example 5* : Introduction and Warm up, Vocabulary and Handout, Navigation Quiz,  
Group Activity, Presentation, and Conclusion