



March 2010 EPIK Invitation

EPIK invites responsible, enthusiastic native speakers of English who will invest their time to enrich their lives and build a professional career while sharing knowledge and culture with the students and teachers of Korea.

1. PROGRAM DESCRIPTION

Successful applicants will be required to conduct English conversation classes for Korean primary and secondary school students as part of the Korean government's aim to promote and strengthen English language education. A candidate should have a strong sense of creativity and motivation as well as enjoy working with young children as part of an academic team. Successful applicants are expected to focus on the development of oral communication skills using interactive teaching methods.

2. ELIGIBILITY

Applicants must:

- ① Hold a minimum of Bachelor's degree from an accredited university.
- ② Be a citizen from one of the seven designated countries where the primary language is English.
 - ✧ Canadian citizens from Quebec and countries where English is a co-official language and/or applicants whose first language is not English must have been taught in English-language schools from the first year of junior high school through university for a minimum total of 10 years.
 - ✧ Overseas Korean applicants with foreign citizenships or legal residencies must have been taught in English-language schools from the first year of junior high school through university and have lived abroad for a minimum of 10 years. (If you are a male citizen of the Republic of Korea under the age of 35, you must have either completed mandatory military service or have received an official waiver.)
- ③ Be fluent and proficient in the English language grammar and structure and be able to communicate fluently with clear and distinct pronunciation.
- ④ Be mentally and physically capable of performing the specified responsibilities and duties. Must also have the ability and willingness to adapt to Korean culture and living.
- ⑤ Meet the criteria of eligibility for the E-2 (work) visa set forth by the Korean Immigration Authority.
- ⑥ Be no older than 55 years of age.

3. DUTIES AND PLACEMENT

A. Duties

The duties of the Guest English Teacher (hereinafter "GET") are carried out under the guidance of the supervisor designated by Provincial Office of Education (hereinafter "POE").

The responsibilities and duties include but are not limited to:

- ✧ Leading English classes in cooperation with Korean homeroom or English language teachers.
- ✧ Preparing teaching materials and activities for English language education.
- ✧ Assisting with the development of teaching materials related to English language education.
- ✧ Assisting with activities related to English language education and other extracurricular activities. (E.g., Judge English speech contestants, voice record for English listening comprehension tests, conduct English conversational classes in the English camp, etc.)

B. Place of Work

The POE will decide placements accordingly. Participants will work at primary and secondary schools within the POE, but some may be designated to work at other educational institutes within the POE system. Rejection of placement may result in disqualification from the program.

C. Placement Quota for Each POE

POE	Positions for March 2010	POE	Positions for March 2010
Busan	250	Gyeonggi	20
Daegu	80	Gangwon	50
Inchon	30	Chungbuk	50
Gwangju	20	Jeonbuk	5
Daejeon	60	Gyeongbuk	160
Ulsan	1	Gyeongnam	10
Jeju	17	Total	753

4. CONTRACT TERM AND OTHER CONDITIONS

The term of the contract is for **Feb. 26, 2010 ~ Feb. 25, 2011**.

The GETs shall work 8 hours per day, 5 calendar days per week excluding Saturdays, Sundays and national holidays of the Republic of Korea. The work hours of GETs may follow the normal work schedule of Korean teachers.

Actual class instruction hours of GETs shall not exceed 22 hours per week. (If it exceeds 22 hours, GETs shall be entitled to a supplementary class instruction pay). However, English programs run by the person in charge of the work place may require GETs to work on weekends or in non-instructional overtime hours in addition to normal work hours. In this case, overtime pay shall be provided.

5. ELIGIBILITY & REMUNERATION

LEVEL	Requirements	Monthly Pay (Million KRW)			
		Metropolitan City		Province	
		Busan Incheon	Other Cities	Jeju	Other Provinces
1+	<ul style="list-style-type: none"> • 2 consecutive years as Level 1 with the renewing Provincial Office of Education (POE) 	2.5	2.6	2.6	2.7
1	<ul style="list-style-type: none"> • 2 years of full-time teaching experience plus one of the following: <ul style="list-style-type: none"> - Master's degree in any discipline - Teacher's, <u>TEFL/TESOL/CELTA(100+hrs)</u> Certificate - Bachelor's degree in Education, English* or Linguistics • Contract renewal as Level 2+ with the renewing POE 	2.3	2.4	2.4	2.5
2+	<ul style="list-style-type: none"> • Master's degree in any discipline, with Bachelor's in Education, English* or Linguistics • Master's degree in Education, English* or Linguistics • 1 year of full-time teaching experience plus one of the following: <ul style="list-style-type: none"> - Master's degree in any discipline - Teacher's, <u>TEFL/TESOL/CELTA(100+hrs)</u> Certificate - Bachelor's degree in Education, English* or Linguistics • Contract renewal as Level 2 with the renewing POE 	2.1	2.2	2.2	2.3
2	<ul style="list-style-type: none"> • Teacher's, <u>TEFL/TESOL/CELTA(100+hrs)</u> Certificate • Bachelor's degree in Education, English* or Linguistics • 1 year full-time teaching experience with Bachelor's degree in any discipline • Master's degree in any discipline • At least 1 year TaLK Scholar experience* 	2.0	2.1	2.1	2.2
3	<ul style="list-style-type: none"> • Bachelor's degree in any discipline 	1.8	1.9	2.0	2.1

* Level 4 applicants who have completed two full academic years or more may be eligible for some cities and provinces with a limited number of positions. (monthly pay : 1.5 ~ 1.7 million Won). However, they are available for all positions in the TaLK program. (www.talk.go.kr)

* The amount of provincial pay varies according to special rural allowance and multiple school teaching allowance.

* "English" includes English literature, English composition and other English majors, but not Journalism or English History.

* TaLK Scholar experience is considered the equivalent of an ESL certificate, not full time teaching experience.

6. BENEFITS

A. Accommodation

A single leased house (apartment or studio-type room) as well as some basic household items will be provided by the POE. Any and all fees, charges, costs, taxes, expenses, etc. incurred in using the apartment shall be borne by the GET. GETs can choose to receive housing allowance of 400,000 won per month instead of the accommodation.

B. Entrance, Exit and Renewal Allowance

- ✧ Entrance Allowance: Upon beginning the Term of Employment, the Employee shall receive a 1,300,000 Korean Won (KRW) Entrance Allowance. For the first six (6) months of the Term of Employment, the Entrance Allowance of 1,300,000 Korean Won (KRW) shall be considered a loan to support the Employee's entrance into Korea. In case of the termination of this Contract (including a Renewal Contract) within the first six (6) months, regardless of course or ground therefore, the Employee shall immediately pay back to the Employer the aforementioned loan.
- ✧ Exit Allowance: 1,300,000 KRW is provided upon successful completion of the one (1) year contract when the contract is not renewed.
- ✧ Renewal Allowance: 2,000,000 KRW will be provided upon successful completion and renewal of your contract.

C. Vacation and Paid Leaves

(1) Paid Leave:

A total of eighteen (18) working days will be provided as official vacation days. GETs working in a schools shall take the leave up to eight (8) working days during the summer recess and ten (10) working days during the winter recess. A request for a leave should be submitted and approved by POE at least fifteen (15) days in advance.

(2) Special Leave:

GETs may take a special leave of absence for a number of days (inclusive of national holidays, Saturday and Sunday) as set forth below for each of the following events;

- ✧ Seven (7) calendar days for Employee's marriage.
- ✧ Seven (7) calendar days for the death of Employee's parent or spouse
- ✧ Five (5) calendar days for the death of Employee's child
- ✧ In case of a female Employee, up to ninety (90) calendar days for a maternity leave.

Special leaves are available with pay. However, maternity leave shall be available with pay for only the first sixty days.

(3) Sick Leave:

- ✧ Eleven (11) working days per contract (Regardless of whether the sick-leave days are consecutive or individual, the GETS shall not require a doctor's note for the first three(3) days of sick leave taken during the contract but a practicing doctor's medical report shall be required for any and all sick-leave days taken above 3 days threshold , whether these days are consecutive or individual).

D. Other Benefits

- 1) A settlement allowance of 300,000 Korean won will be provided for the first year.
- 2) The POE will provide the GET with half of the medical insurance pursuant to the National Medical Insurance Act of Korea. In the event that the GET has his/her family living with him or her in Korea, the POE will also provide and pay for medical insurance premium for the GET's family.
- 3) The POE will provide employee with half of the national pension plan deduction (approximately 4.5% of salary) pursuant to the National Pension Corporation Act of Korea. American, Australian or Canadian GETs are eligible for a pension distribution refund if he/she submits the required documents to the Korean National Pension Corporation when he/she leaves Korea after the completion of his/her contract.
- 4) The GET shall be entitled to severance pay equivalent to approximately one month salary, upon successful completion of each one-year contract.
- 5) The GET working in remote areas (as designated by the POE) may be eligible for a special rural allowance of 100,000 Korean Won (KRW) per month.
- 6) Employees working for more than one school will receive a Multiple Schools Allowance of 100,000 Korean Won (KRW) for two schools or 150,000 KRW for three schools per month.

7. APPLICATION

A. Required Documents

All applicants will be required to submit the following documents:

- ▶ A completed application form which includes:

- One (1) passport size photo
- The self medical assessment
- The consent for verification form
- The personal essay (minimum 300 words)

※ The application form requires 2 signatures: 1) the main application form and 2) the consent for

verification of personal information.

- ▶ A copy of your diploma (must be Apostilled or, for Canadians only, notarized at the Korean consulate/embassy)
- ▶ One original sealed transcripts
 - ※ Your Korean Consulate/Embassy may require you to submit an (second) original sealed transcript for the E2 visa.
- ▶ A criminal record check (state level or higher must be Apostilled, for Canadians only, notarized at the Korea consulate/embassy)
 - ※ Applicants applying for an E2 visa in Canada *must* have a 'Vulnerable Sector Search' for the criminal record check.
- ▶ Copy of passport photo page
- ▶ Two recommendation letters

Optional Documents (For level 1, 2+, 2 GETs):

- ▶ Copies of certification (Teacher's/TESOL/TEFL/CELTA (100+hours) certificate etc)
 - ※ If the certificate does not clearly state the number of hours, you must submit the evidential documents for it (for example, website prints, and transcripts, except for CELTA).
 - ※ Successful applicants must bring their original teaching-related certificates to the EPIK orientation.
- ▶ Proof of teaching/work experience (for details, refer to FAQ)

Optional Documents (For ethnic Koreans)

- ▶ Copy of citizenship or a copy of legal residence certificate (for Korean nationals)
- ▶ If you are an ethnic Korean and do not have citizenship but legal residency in one of the seven designated English-speaking countries, you must be able to provide proof of English education beginning from the first year of junior high school level.
 - ※ Applicants should duplicate apostilled or verified copies of diploma and criminal record check as well as all other documents and retain them for personal records (The consulates/embassy in charge of E-2 visa issuance may request the applicant to show proof of these documents).

Important note on Medical Exam Requirements

※ Applicants do not need a medical exam prior to arriving in Korea. Medical tests must be done in Korea after arrival in order to obtain an alien registration card. **However, the contract will be cancelled if the results show the applicant is unfit to be an EPIK teacher. In that case, any or all expenses for entry, departure, or stay in Korea including medical fees, will be borne by the EPIK GET.**

- ※ HIV test and drug addiction test (TBPE test) will be included in the medical report.
- ※ A copy of the medical report must be submitted to the POE by fax or as a scanned copy by email. Teachers attending the orientation will be assisted with this process.
- ※ The original copy should be submitted to the Korean immigration office when applying for the alien

registration card.

IMPORTANT NOTE:

- All of the documents except the sealed transcript should be submitted in duplicate (one original and one copy).

- The electronic files of recommendation letter(jpg or PDF format) should be submitted at the application submission stage and the original copies of recommendation letter should be sent with other documents.

- Please do not send us resumes.

※ EPIK Office Address: 301 EPIK Office, 43 Ihwajang-gil (Dongsoong-dong), Jongno-gu, Seoul 110-810 KOREA (Tel: 82-2-3668- 1401/1400)

✓ Please send us an extra copy of all of your documents except the sealed transcript.

✓ The application form including self medical assessment form, and personal essay form are available from the EPIK website www.epik.go.kr.

B. Application Deadline: December 15, 2009

※ In case of vacant positions, documents are accepted after the deadline or the EPIK application period may be closed before the official deadline. Please be keen to visit the EPIK website for the details .

C. Application Offices

* Applicants can apply through one of the following offices:

- Consulates/Embassies of the following countries: Australia, Canada, Ireland, New Zealand, United Kingdom, United States.

- EPIK office in Seoul, Korea (on-line or by e-mail).

- Recruiting agencies under contract with the EPIK office.

* Aclipse (CDI America), Bridge Linguathec (Bridge TEFL), ESL Job Network, ESL Planet (Lingua), ESL Starter, Footprints, Gold Key (TeachKorea), Gone 2 Korea, IEL, I Love ESL, Korvia Consulting, RBI, Reach to Teach, Teach Away, Top Placement, WorknPlay

- Institutes under agreement with EPIK office.

* Nottingham Trent University, University of New Brunswick, University of New England, City of Fredericton, Christchurch Polytechnic Institute of Technology

※ Applicants can apply through one of the aforementioned offices. However, the final evaluation interview is conducted only by the EPIK Office or a Korean Consulate/Embassy.

D. Application Procedures

1. Application submission (Send a completed application form with electronic files of recommendation letter)

2. Interview (EPIK Office)

3. Document submission (Send all the required documents by mail or in person)
4. Document screening (Korean Embassies or EPIK office)
5. Final review (Provincial Offices of Education)
6. Receive contract from POE & certificate from EPIK by mail
7. Applicants sign the official written contract
8. Applicants apply for and obtain an E2 visa at the closest Korean Embassy/Consulate-General in their country
9. Applicants arrange the air ticket and notify EPIK of the flight details.

※ For applicants who apply through a Korean Consulate/Embassy, document submission (including a completed application form) comes first and then the interview follows. The rest of the procedures are the same.

※ For detailed information, refer to EPIK procedure at www.epik.go.kr

E. Instructions for Successful Applicants:

1. Successful applicants must report to the office which they apply through after obtaining an E2 visa and purchasing an airline ticket.
 2. Successful applicants must take the orientation (about 10 days in late February) organized by EPIK.
- ※ Successful applicants will be notified individually with detailed schedule and instructions.*