

March 2009 EPIK Invitation

EPIK invites responsible, enthusiastic native speakers of English who will invest their time to enrich their lives and build a professional teaching career while sharing knowledge and culture with 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.
 - * Applicants with a 2 year associate degree or have completed minimum of 2 years in university can apply to the TaLK program. (<http://talk.mest.go.kr/>)
- ② Be a citizen from a country where the primary language is English.
 - * Canadian citizens from the Quebec Province and countries where English is a co-official language and/or applicants from non-English language backgrounds whose first language is not English must have been taught in English-language schools from junior high school forth to the university level.
 - * Ethnic Korean applicants with foreign citizenships or legal residencies must have been taught in English-language schools from junior high school forth and have lived abroad for 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 E2 (work) visa set forth by the Korean Immigration Authority.
 - * Aged 55 or over (As of 2008. 12. 31) may be excluded from the selection due to the purpose and the aim of EPIK.

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:

- Conducting 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.
(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 facilities within the POE system. Rejection of placement may result in disqualification from the program.

C. Placement Quota for Each POE

| POE | Positions for March '09 |
|-----------|-------------------------|
| Busan | 200 |
| Daegu | 30 |
| Inchon | 20 |
| Gwangju | 30 |
| Daejeon | 30 |
| Ulsan | 5 |
| Gangwon | 10 |
| Chungbuk | 30 |
| Chungnam | 30 |
| Jeonbuk | 60 |
| Jeonnam | 4 |
| Gyeongbuk | 120 |
| Gyeongnam | 20 |
| Jeju | 19 |
| Total | 608 |

* Applicants can apply through one the following offices:

- Consulates/Embassies of the following countries: Australia, Canada, Ireland, New Zealand, South Africa, United Kingdom, United States.
- EPIK office in Seoul, Korea.
- Recruiting agencies under contract with the EPIK office.
 - * Aclipse (CDI America), ALC(TeachInKorea), Bridge TEFL, ESL Globe, ESL Job Network, ESL Planet(Lingua), Footprints, Gold Key (TeachKorea), IEI, ICC, Korvia Consulting, M HNS, RBI, Successful Life International, Teach Away, Woongjin, WorknPlay.
- Institute under agreement with EPIK office.
 - *Nottingham Trent University, Bloomfield College.

4. CONTRACT TERM AND OTHER CONDITIONS

The term of the contract is for 52 weeks (Feb 26, 2009 ~ Feb 25, 2010).

The GETs shall work 8 hours per day, 5 calendar days per week excluding Saturdays, Sundays and national holidays (approx. 14 days) 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 will be entitled a supplementary class instruction pay). The person in charge of the work place may require GETs to work overtime in addition to normal workdays and work hours. In this case, overtime pay will 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"> • Level 1 plus 2 consecutive yrs teaching experience within the same Provincial Office of Education | 2.5 | 2.6 | 2.6 | 2.7 |
| 1 | <ul style="list-style-type: none"> • 2 years of teaching experience with one of the followings - MA degree - Teacher's, <u>TEFL/TESOL/CELTA(100+hrs)</u> Certificate - Education, English Education or English Language/Literature major • As a level 2+, contract renewal at the same POE | 2.3 | 2.4 | 2.4 | 2.5 |

| | | | | | |
|----|--|-----|-----|-----|-----|
| 2+ | <ul style="list-style-type: none"> • MA degree in any discipline, with BA in Education, English Education or English Language/Literature • MA degree in Education, English Education or English Language/Literature, with BA in any discipline • As a Level 2, contract renewal at the same POE | 2.1 | 2.2 | 2.2 | 2.3 |
| 2 | <ul style="list-style-type: none"> • Must have one of the followings - Teacher's, <u>TEFL/TESOL/CELTA(100+hrs)</u> Certificate - Education, English Education or English Language/Literature major - BA degree plus 1 yr full-time English teaching experience • MA degree | 2.0 | 2.1 | 2.1 | 2.2 |
| 3 | <ul style="list-style-type: none"> • BA degree in any discipline | 1.8 | 1.9 | 2.0 | 2.1 |

* Applicants with a 2 year associate degree or have completed minimum of 2 years in university can apply to the TaLK program. (<http://talk.mest.go.kr/>)

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

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 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: Within the first month of the contract, all EPIK GETs, regardless of level, will be provided with 1,300,000 KRW of Entrance Allowance.

(To prevent early termination of contracts, Entrance Allowance is issued as a form of a loan from the employer to the EPIK GET. In the event that the contract is terminated with six (6) months of its implementation, including renewal contracts, regardless of course or grounds, the EPIK GET will repay the above-mentioned loan to the EPIK office immediately.)

- Exit Allowance: 1,300,000 KRW is provided upon successful completion of the 1 year contract and 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 21 calendar days will be provided as official vacation days with agreement from POE. GETs working in a school system shall take the leave up to 10 calendar days during the summer and 11 calendar 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
- Three (3) 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 specified in items 1 and 2 are available with pay. However, maternity leave shall be available with pay for only the first sixty days.

(3) Sick Leave:

Fifteen (15) calendar days per contract (If the one-time sick leave duration lasts for more than 7 days, a medical report will be required, if for more than 15 days, it will be considered as non-paid leave).

E. Other Benefits

- (1) A settlement allowance of 300,000 Korean won will be provided for the first year. In case of the termination of contract within six (6) months, regardless of course or ground therefore, GET shall immediately pay back the POE the fore mentioned allowance.
- (2) POE will provide GET with half of the medical insurance pursuant to the National Medical Insurance Act of Korea. In the event GET has his/her family living with him or her in Korea, POE will also provide and pay for medical insurance premium for the GET's family.
- (3) 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 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) POE shall be entitled to severance pay GET, equivalent to approximately one month salary, upon successful completion of each one-year contract.
- (5) GET working in remote areas (as designated by 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 are eligible for a multiple school teaching 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
 - One (1) passport size photo
 - A consent form
 - A personal essay (minimum 300 words)
 - A Personal medical assessment
 - ※ The application form requires 3 signatures: 1) the main application form; 2) the personal medical assessment; and 3) the consent for verification of personal information.
- A copy of your diploma (Apostilled or notarized at the Korean consulate/embassy)
- Two original sealed transcripts
 - ※ Keep 1 sealed transcript with you and submit it when applying for the E2 visa at the Korean Consulate/Embassy.
- A criminal record check (Apostilled or 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.
- One sealed recommendation letter (from a professor or a former employer)
- Copy of passport photo page

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 state the number of hours or the duration of the course, 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 or the contract may be cancelled.
- 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 a country where English is the primary language, you must be able to provide proof of English education beginning from the junior high school level.

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 and the recommendation letter should be submitted in duplicate (one original and one copy).

- 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 for the sealed recommendation letter and the sealed transcript.

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

B. Application Deadline: January 15, 2008

※ *In case of vacant positions, documents are accepted at all times.*

C. Application Submission & Interview

- Korean Embassy / Consulate-General in Australia, Canada, Ireland, New Zealand, South Africa, UK, USA.
- EPIK office in Korea. (NIIED)

D. Application Procedures

1. Document submission (Send all the required documents by mail or in person)
2. Document screening (Korean Embassies or EPIK office)
3. Interview (at the office you submitted the documents)
4. Final review (EPIK committee)
5. Receive contract from POE & certificate from EPIK by mail
6. Applicants sign the official written contract
7. Applicants apply and obtain E2 visa at the Korean Embassy/Consulate-General in their country
8. Applicants arrange the air ticket

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

E. Instructions for Successful Applicants:

1. Successful applicants must report to the EPIK office 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 from EPIK office.