

**Seoul International School**  
**Songpa P.O. Box 47, Seoul, Korea 138-600**  
**Tel: (82-31) 750-1325, Fax (82-31) 759-5133**

**APPLICATION FOR A TEACHING POSITION**

**I. Indicate N/A where response is not applicable.**

**II. Personal:**

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Nation of which you are a citizen: \_\_\_\_\_ Passport No.: \_\_\_\_\_

State/Province from which teacher certification was received: \_\_\_\_\_

Effective Date of Certification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Subject Area/Field: \_\_\_\_\_

Total number of years of full-time teaching experience: \_\_\_\_\_ Administrative experience: \_\_\_\_\_

**III. Assignment Preference:** (Indicate with a check mark, your desire to teach the following levels.)

Elementary: Yes \_\_\_\_/ No \_\_\_\_ Middle School: Yes \_\_\_\_/ No \_\_\_\_ High School: Yes \_\_\_\_/ No \_\_\_\_

Grades and Subjects Preferred: \_\_\_\_\_  
1<sup>st</sup> preference                      2<sup>nd</sup> preference                      3<sup>rd</sup> preference

**IV. Other Personal Information:**

Name of Spouse: \_\_\_\_\_ Nationality: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Is Spouse a Teacher: \_\_\_\_\_ If no, is spouse accompanying you? \_\_\_\_\_

Number of children accompanying you: \_\_\_\_\_

If spouse is a teacher seeking employment at SIS, they must submit a separate application form.

If spouse is not a teacher, but accompanying you, please describe her/his plans for employment in Korea.

\_\_\_\_\_  
\_\_\_\_\_

**V. Education**

List in chronological order with most recent degree last

University/College	Location	Dates Attended	Degree/Certification

**VI. Employment Record (List all schools or districts in which you have been employed beginning with your present position and continuing in reverse chronological order.)**

School/District	Location	Dates of Employment	Grade Level/Subject

Upon submitting this application for employment, the applicant authorizes Seoul International School to conduct background and reference checks as deemed appropriate by the school.

1. Please list the names, telephone & fax numbers, email and addresses of at least two persons who can give us information about your teaching experience. One of these should be your present principal or supervisor.

i. \_\_\_\_\_  
\_\_\_\_\_

ii. \_\_\_\_\_  
\_\_\_\_\_

2. Please enclose letters of recommendation with your application.

**VII. Co-Curricular Activities:**

Please list activities you are willing to direct or coach:

\_\_\_\_\_  
\_\_\_\_\_

**VIII. Additional Personal Information (If applicable):**

Name of Children	Passport #	Date of Birth	Present Grade

**IX. New faculty members are required to have a complete physical examination. This exam is at the expense of the employee.**

1. Do you have any chronic/major illness which might impact on your ability to fulfill your contractual commitment:

Yes / No

If yes, briefly describe nature of medical condition:

\_\_\_\_\_

2. Please indicate whether you are currently undergoing medical treatment/medication and whether continued medical follow-up is required while you are under the employ of Seoul International School.

Yes / No

If yes, briefly describe nature of medication or health care required: \_\_\_\_\_

\_\_\_\_\_

3. How many work days have you missed due to injury or illness during the past five years?

\_\_\_\_\_

4. If you have dependents who are currently undergoing specialized medical treatment due to illness or injury and/or need medical follow-up while you are employed by Seoul International School, please clarify:

\_\_\_\_\_

**X. Emergency Contact (for overseas nationals, preferably a home country contact):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel/Fax: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Please forward this application with 2 passport-sized photographs to Seoul International School, Human Resources Department, Songpa P.O. Box 47, Seoul, Korea 138-600.*

*Transcripts of your undergraduate/graduate work and copy of your Degree Diploma/Certificate should be sent either with this application or separately.*