

ASK-ETO / EPIK Overview

EPIK jobs in Korea are some of the best jobs available. Since they are government positions they are stable and offer a very competitive pay to time ratio when compared to private academies. EPIK also has positions throughout the entire country from Seoul to Busan with every place in between. They offer the best training and orientation to help new teachers adjust to life in Korea. In return EPIK wants to hire professional teachers to come and teach in Korea. With the current number of applicants far exceeding the number of available positions EPIK is in a position to hire who they want for their positions. Our jobs at ASKNOW-ETO is to make it as easy as possible for you to secure the job you want through EPIK.

★For additional information, files or update please visit www.asknow.ca/epik.aspx★

Things to Keep in Mind

- Be Professional
 - EPIK is looking for teachers who will take their job seriously
- Follow the Instructions
 - EPIK is looking for teachers who are willing to listen to instructions
- Do Things Right the First Time
 - Everything is on a first come first serve basis, mistakes can lead to long delays as things are corrected and resent
 - Mistakes will also be seen as negatives during the hiring process
- Be on Time
 - Tardiness in sending documents or missing scheduled interviews can lead to failing the application process
- Be Flexible
 - Teaching and working in Korea can be very fluid with last minute changes. The ability to keep an open mind will make the application process as well as your time in Korea much smoother.

Overall EPIK is looking for responsible adults and failure to show that during the hiring process can lead to not getting hired. We're here to help with the process to make sure that things are done right the first time.

★ What Not to Do ★

- **DO NOT** contact EPIK directly.
 - This includes calls, faxes, emails or sending documents. The EPIK staff is extremely busy and unable to help you and can lead to an automatic drop.
- **DO NOT** apply through more than one source
 - It will not increase the chances of you getting hired by EPIK and will lead to them dropping you as a candidate.
- **DO NOT** cut corners
 - The EPIK staff goes over every document line by line 3 times and will have you resubmit anything that they find suspicious
- **DO NOT** assume
 - If you're not sure about something ask us instead of having to redo things

Overall we will be trying to get everything done correctly in order to save both you and our staff time and money. The cost of sending documents to Korea is quite expensive and can quickly add up for you the applicant. Also since positions are on a first come first serve basis any delay can cost you the location that you wanted or a position in the EPIK program.

When filling out the application as well as preparing your documents please be sure to use the templates as well as refer to our tutorial videos and explanations at www.asknow.ca/epik.aspx.

In the previous hiring session we have seen many teachers lose out on positions for making common mistakes. We are here to help you avoid any of the common pitfalls. Please be sure to follow instructions to the letter as any variation can lead to missing out on the job that you want.

The Process

Step 1

The recruiter must submit documents to EPIK in order to schedule the initial interview. The interview will only be scheduled after all of the documents have been properly submitted. Any mistakes on documents will need to be corrected before an interview is scheduled. Only scans or files are permitted at this point **DO NOT** send any physical documents at this point.

Required Documents

1. Application

- The application must be fully filled in
- The photo must be an ID style photo (Head and shoulders facing the camera on a neutral background). The originals of this photo is what **NEEDS** to be sent with the final application. When taking photos please ask for both the computer file as well as hardcopies.

★ Once the application is received via email we will schedule a phone interview with one of our staff members. This will be a test run simulating the actual EPIK interview and will go over the information on your application in order to catch any errors.

2. 2 Letters of Recommendation (must be academic or work related)

Letters of Recommendation can be submitted after the application and initial interview with ASKNow has taken place. Again the sooner the Letters of Recommendation are received by our staff the sooner we can submit your things to EPIK.

- Letters of Recommendation must be written by a superior (coworkers, colleagues, friends, etc. will not be accepted)
- Letters of Recommendation from co-teachers from a public school in Korea or Japan is acceptable.
- Letters of Recommendation must be on official letterhead with contact information for of the writer (EPIK will call or email for references)
- Letters of Recommendation must be addressed to either "To Whom it May Concern" or to "EPIK". Or new references will be required.
- Letters of reference must be dated and no longer than 2 years old
- If you have worked at a school in Korea (public or private) a Letter of Recommendation is required from them

NOT ACCEPTABLE

- Letters of Recommendation from family, friends, co-workers, TAs, clients, business partners, neighbors, etc. will not be accepted

☆ SAMPLE LETTER OF RECOMMENDATION TEMPLATE ☆

Letterhead	Company Address Contact Information Phone Number Email Address Fax Number (if available)
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Date: Will not be valid if older than 2 years

Recipient Information "Dear Sir or Madam," "To Whom it may concern," "To EPIK," DO NOT ADDRESS TO ASKNOW

Body: Please write specific information attesting to the applicant's ability to teach in Korea. The letter MUST <ol style="list-style-type: none"> 1. Be in Korean or English 2. Be 1 - 2 pages in length 3. Include the applicants full name (first and last) 4. State the relationship between the referee and the applicant, including the length and nature of the relationship 5. Speak to the applicant's strengths and weaknesses relevant to teaching English in Korea 6. The letter must include an evaluation and not just factual information 7. Include any other relevant information

Name: Position: Signature: (The signature must be in ink)

Step 2

The Interview

Once an interview has been scheduled by EPIK, our staff will contact you with the exact time and date as well as the method of interview (telephone, webcam or in person [applicant's in Korea]). Please be prepared to spend at least 1 hour for the interview. If you cannot make the interview time please inform us so we can reschedule the interview. A missed interview will lead to failing the application process.

Please have a copy of your application on hand during the interview, as many questions will be based on your application. Remember to show the ability to adapt to change during the interview as well as show a positive attitude.

Once the interview is concluded our staff will contact you with the results. Please either have or

be in the process of obtaining all of the required documents for the next step.

Step 3

Documents

Please make sure to send all of the proper documents when sending them to Korea. Any missing or incorrect documents will have to be resent at your own personal cost and the delay can lead to missing out on your desired location or position.

ALL documents (excluding the transcripts) must be photocopied including apostilles and the photocopies must be sent in as well. Please keep a copy of all your documents as well.

When sending your documents please use a service such as DHL or FEDEX. DO NOT send your documents via mail as there can be a delay. All documents MUST BE sent to our office and not directly to EPIK.

You will need to send the following in the following order.

1. Application form (SIGNED)

- The application must be typed
- An ID style photo must be attached (photos printed directly onto the application are NOT acceptable)
- All required fields must be filled in
- Must include ink signature

2. Self Medical Assessment

- Must include ink signature

3. Personal Essay

- Must be a minimum of 500 words (font size 11) and should include your reasons for wanting to teach in Korea, educational philosophy and thoughts on encountering cultural differences.
- Must include ink signature

★ All three forms are part of the Application. All three forms must be signed★

4. Copy of Passport Photo Page

- The picture and information must be visible and legible
- The passport must be valid for 18 months after the start of the Contract (September 1st, 2010)

5. Criminal Background Check (CBC) / Criminal Record Check (CRC) / Police Certificate

- Must be issued at least on the State level. Municipal or Local CBCs will not be accepted.
- Must have an Apostille attached to it (For Canadians a notary from the local Korean Consulate) the Apostille must be from the State that issued the CBC.
- The background check must have been issued within the past 6 months (based on the

date when they are received at the EPIK office

- If you have resided in 2 states after graduation from high school for a period of more than 6 months each a CBC must be obtained from both states (only the CBC from your current residence will need an Apostille)
- If you have resided in 3 or more states for a period of more than 6 months each a CBC must be obtained from each state (only the CBC from your current residence will need an Apostille). In lieu of receiving multiple CBCs an FBI check will suffice.
- For recent university graduates the CBC should be from the state that you attended school

6. Copy of Undergraduate Diploma / Degree

- The copy must have an Apostille (For Canadians a notary from the Korean consulate)
- DO NOT send your original degree. Your original degree **MUST BE** brought with you to Korea.

7. Sealed Official Transcripts (Undergraduate)

- The transcripts must be sealed. Any opened or unsealed transcripts will not be accepted.
- The transcripts must be issued by the University you graduated from
- In case of transfers ALL credits must be listed on the transcripts or transcripts from your previous school must be included as well.
- In the case your University changed its name you must include an official letter from your University stating so.

8. 2 Letters of Recommendation

- These must be the same recommendations that were submitted in Step 1
- The Letters of Recommendation MUST BE the originals with an ink signature. No copies will be accepted.

9. Additional Documents for Level Classification (Only include those that are applicable)

- ESL Certification - If you have ESL Certification (TESOL, TEFL, CELTA) please include a copy of the certificate with your EPIK application. You will need to bring the original with you.
 - The certificate **MUST** state a minimum of 100 hours to be valid. If the certificate does not please provide other documentation stating the number of hours (transcripts, official letter, etc. - Emails will not be accepted).
 - If currently attending a course the course must be completed by August 1, 2010.
- Master's Degree - If you have a Master's Degree or PhD a copy must be sent in with

your documents and the original must be brought to Korea
(no Apostille necessary) as well as sealed official transcripts.

- Proof of Teaching Experience - A letter from your previous employer MUST BE included.
Copies, faxes, emails will not be acceptable.

- Must include your full name, period of employment (exact dates or months equal to a minimum of 1 full year), a signature or stamp, and an evaluation.
- Letters must be from a superior (co-teachers from a Korean or Japanese PUBLIC SCHOOL will be acceptable)
- Teaching experience at a kindergarten or pre-school WILL NOT be accepted

★ Please use the following format for the Proof of Teaching Experience Letter

★ **SAMPLE LETTER OF RECOMMENDATION TEMPLATE** ★

Letterhead	
ASK-ETO	Company Address Contact Information Phone Number Email Address Fax Number (if available)
	Date: Will not be valid if older than 2 years
Recipient Information "Dear Sir or Madam," "To Whom it may concern," "To EPIK," DO NOT ADDRESS TO ASKNOW	
Body: Please write specific information attesting to the applicant's ability to teach in Korea. The letter MUST <ol style="list-style-type: none"> 1. Be in Korean or English 2. Include the applicants full name (first and last) 3. State the dates of employment in YYYY/MM-YYYY/MM Format (e.g. 2008/05 2009/05) 4. Include the exact name of the school and location (e.g. SLP Haeundae Campus in Busan) 5. Include the position title the teacher held 6. State the average number of working hours per week 7. State the relationship to the applicant (e.g. Director, Manager, Head Teacher, etc.) 8. Any Additional relevant information 	
Name: Position: Signature: (The signature must be in ink)	

- Teaching License or Certificate - A copy must be sent in with your documents and the original MUST BE brought to Korea (no Apostille necessary). Expired licenses will not be accepted. A license which will expire during your stay in Korea will be accepted but MUST BE renewed during your tenure to receive salary benefits.

- Copy of citizenship or legal residence - For Korean who have a long-term residency status of the 7 accepted countries proof of residence as well as proof of receiving an English education beginning from Junior High School till University must be submitted.

★ Please photocopy and hold onto all of the documents for your personal records. None of the above documents will be returned to you. You may need the photocopies for Step 4.

★ When photocopying documents with an Apostille DO NOT remove the staple as it will render the Apostille void. Restapling it will NOT work.

★ Please use our EPIK document check list to ensure that you have all of the necessary documents in the correct order.

☆Common Mistakes During Step 3☆

1. Missing Information on the Application

The information on the application must be the same as the application in Step 1. The application will not be accepted if there is missing information. Please be sure to fill in ALL required fields. The photo on the application must be a physical photograph glued to your application. When taking photos please make at least 6 copies as they will be needed later on after you arrive in Korea. There are 3 places where the application form must be signed (Main application, Self Medical Check and the Consent of Verification Form).

2. Invalid Apostilles

If the staple is removed or the Apostille is damaged it will not be accepted. When making photocopies simply fold the documents and DO NOT remove the staple.

3. Insufficient Recommendation and / or Teaching Experience Letters

All of the requested information in the samples must be present in order for EPIK to accept the letters. When sending the letter they MUST BE the originals with ink signatures of the ones sent in Step 1. Copies, faxes, etc. will not be accepted.

4. Differing Names on Documents

Your name on all of the documents must correspond with your name in your passport. If there are **ANY** differences an official reason must be given.

Step 4

Notice of Appointment

Once your documents have arrived in Korea the EPIK Office will match you based on order of location preference. Certain locations are in demand so the sooner you are able to send in your documents the better the chances of receiving your desired location.

EPIK will then physically send you a signed contract for your school with the Notice of Appointment (NOA). You will then be responsible to receive your Visa through the nearest Korean Consulate. Some consulates will require you to do an interview (face to face or via webcam) before issuing your Visa. The consulate may request additional documents on a case by case basis, please have your things ready just in case.

★ Please be aware that not accepting a position once the Notice of Appointment has gone out will make you ineligible for EPIK positions in the future★

Step 5

Flights and Arrival

All Public School teachers will be responsible for paying for their flights to Korea. They will receive a stipend of 1.3 million won to cover the costs of travel to Korea. Our travel agent will help coordinate reservations as well as arrival times. All teachers must arrive by 9pm Korean time on the specified dates.

All EPIK teachers must arrive on the dates given by EPIK to report to orientation. We will have staff at the airport to greet all arrivals and arrange transportation to the EPIK Orientation.

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★ Additional Notes and Information ★

Joint Applicants

- Couple housing will only be given to married joint applicants. Unmarried couples will receive separate single housing.
- If the married couple has differing surnames a copy of the marriage certificate will need to be submitted.
- Joint applications may see a delay during the application process as all applicants will need to be confirmed before placement.
- Joint applicants must clearly state so to ASKNow-ETO staff before the initial interview with EPIK.

Dependents

- We highly recommend applicants with dependents to reconsider before applying. EPIK is not responsible for the applicants dependents and the applicant MUST take responsibility in providing finding a babysitter or care taker in case of minors. A viable plan must be in place before entering the country. The applicant will be required to cover the expenses for room and board during the EPIK orientation.
- The applicant will be required to submit documents to allow dependents to receive an F-3 Visa through immigration as well as the Provincial Office of Education (POE).

Housing Allowance

- Unless the applicant already has housing in Korea we highly recommend that teachers use the housing provided by the schools instead of receiving housing allowance. In order to lease an apartment in Korea a minimum deposit of 10,000,000 won is required and the teacher will need to find their housing on their own.

Pets

- We DO NOT recommend bringing any pets to Korea. Many apartments have restrictions and schools CANNOT guarantee that pets will be allowed. Also during the orientation period pets are not allowed.

★ For Applicants Currently in Korea ★

There are some differences in procedures for applicants who are currently teaching in Korea. Please be aware of the differences in the interview process, documents and Visa process.

- Interviews with EPIK will either be face to face or via webcam (no telephone interviews will be allowed).
- You **MUST** have completed your current contract by the start of EPIK orientation (mid-August). If your current contract is not completed by then you **CANNOT** apply for this coming semester.
- One of your Letters of Reference **MUST BE** from your current employer
- A photocopy of your Alien Registration Card (ARC) as well as your Visa (E-2, F-2, F-4 or F-5) must be submitted
- An original **KOREAN** Criminal Background Check and a copy of the Apostilled CBC from your home country must be submitted.

☆ If you do not have a copy of your previous CBC and Apostille or if the CBC is not from a State level or above source a new CBC must be obtained. The new CBC does not require an Apostille.

- Proof of full time teaching experience will not be accepted unless the contract has been completed and may be submitted during the orientation period
- You may need to leave the country to finalize your Visa and the 1.3 million stipend will be given to you (NOT available for teachers currently at a public school unless they return to their home country first at the end of their current contract).

★ For Seoul Applicants ★

EPIK is now officially recruiting for positions in Seoul through the Seoul Metropolitan Office of Education (SMOE). Since there is such a high demand for the Seoul area only Level G Applicants or above will be accepted (on the SMOE scale). Seoul applicants will need to fill in a separate Seoul application and Lesson plan to be included with their other documents. Please be aware that the pay scale for SMOE positions is different than the pay scale for standard EPIK positions. The pay scale can be viewed at www.asknow.ca/epik.aspx.

Since SMOE positions are in high demand and also a first come first serve basis we highly recommend the applicant select other possible placement opportunities. If you **ONLY** want a position in Seoul the applicant should NOT fill in page 5 of the application (Provincial Placement Preferences).

Applicants not interested in a Seoul position should not fill in the Seoul attachment or the lesson plan.

- Seoul Attachment Form
 - All applicable blanks need to be filled in.
 - Please rank the type of positions from 1 - 6 (1 being the most preferred and 6 the

least)

- Primary - Grades 1 - 6
- Middle - Grades 7 - 9
- High - Grades 10 - 12
- Global High School - The majority of classes are taught in English. SMOE requires that teachers have at least a Master's degree or teaching certification / license in a subject area (i.e. Social Studies, Biology, Mathematics) and at least one year full time teaching experience.
- Seoul English Center -
 - Student Trainer - Equivalent to a standard position at a regular school
 - Teacher Trainer - Responsible for training Korean English teachers and must be at least a Level G teacher with a minimum of one year's teaching experience.
- Seoul Education Training Institute (SETI) - Must have at least a Masters (preferably in English education or education), a minimum of one year's teaching experience **and** experience developing curriculum.

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