

Teach English in Chile Application Form



Instructions For Mail-In Applications
&
Mail-In Application Form



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01. Read These Instructions and the Terms and Conditions

Before submitting your Application Form, you will need to gather and prepare some documents. To begin, please read all of these instructions in this document as well as the TeachingChile Terms and Conditions, located here:

- http://www.teachingchile.com/to_apply_terms

02. Gathering and Preparing Documents

At the end of this document you will find the application form you need to complete and send in. In addition, there are several materials that you need to prepare and include with your application form when sending in your application package. To begin, you will need to have the following:

- A completed application form, which is included in this document. (with signature)
- Typewritten responses (essay style) to six questions included in the application form. These should be saved in one document.
- A photocopy of the page of your passport that contains your photograph and personal data.
- Copy of your résumé or C.V. (curriculum vitae).
- Copy of your TEFL / TESOL or other teaching certificate(s) (only if you have one; not all teaching positions require certification, but are highly recommended to obtain prior to arrival)
- Two references (including name, phone number and email).
- Two passport-sized photographs with your passport number written on the reverse side.
- A U.S. \$50 non-refundable application fee payable using PayPal. For security and tracking reasons, TeachingChile only accepts and processes application and placement fees using PayPal. You can link your credit card, debit card or USA-based checking account to PayPal.

Make a photocopy of all of the above for your records. Mail the original version (with signature) of the completed application package to the following address. (Please **DO NOT** fold, staple or print back-to-back original documents)



TeachingChile
Avenida Vitacura 3355, Dept. 113
Santiago
CHILE

03. Resume / CV

Develop a resume / curriculum vitae specifically for teaching English in Chile. Try to limit the information to one to three pages, being as concise as possible. Be sure to include the following information:

- Full legal name, postal address, contact information (including day and evening phone numbers and email) **NOTE:** TeachingChile and the schools in our network prefer email addresses that are not university based: for example, those ending in “.edu”
- Education
- Special certifications such as teacher’s license or TEFL/TESOL certification (or intentions to complete a TEFL/TESOL course prior to your program placement date. Note: TEFL/TESOL certification is not required for all positions)
- Volunteer and/or community service experience (if applicable)
- Teaching experience (if applicable)
- Time spent abroad (study abroad, work abroad, leisure travel abroad, etc.)
- Professional skills/experience
- Foreign language skills
- Other skills which you believe are relevant to this position
- Two references (including name, phone number and email address). You do not need to provide reference letters—only reference contact information.

04. Essay Questions

Given you are applying from abroad, the schools like to have answers to some basic questions (interview like, but in written format, before making a decision).

Please answer the following six questions, write them into a document together in one single document. **IMPORTANT:** Given that your application may be photocopied and/or faxed we *highly* recommend you use Microsoft Word, a font type such as ARIEL, and font size 11.

Please preface each answer with the question. Use essay format, **250 words or more per question, ideally three or more paragraphs response to each question.**

1. Why do you believe you are a good candidate to offer English education in Chile?
2. What personal goals are you hoping to achieve as a teacher in a Chilean school?
3. What perceptions do you have of Chile: the people, the culture, the school system, etc.?
4. How do you feel you will adapt to living and working in a developing country? Give examples of how you have adapted to different lifestyles and circumstances?
5. What is your idea of a good English lesson?
6. What would you do if you feel some of your students are not really interested in English and do not cooperate in your class?

05. Paying the Application Fee

After you successfully finish submitting the application, you will need to pay the non-refundable Application Fee of \$50.00 USD via PayPal. **Remember that the processing of your application won't begin until payment is received.**

06. What Comes Next? (The Placement Process)

1. Once your application has been received, TeachingChile will contact you via email to confirm receipt.
2. Depending on the date you send your application and the review date of the teaching institution, there is a period of time you should plan to wait for a response. The teaching



institution is the final decision maker and TeachingChile cannot control the institute's review and hire schedule.

While there are some exceptions, *in general*, historically the teaching institutions' application review schedule has been as follows:

- a) For February/March arrivals, the application review schedule is typically between mid-August and mid-January
 - b) For July/August arrivals, the application review schedule is typically between mid-April and mid-July.
3. Accepted applicants will be notified by email of their acceptance within two to four weeks of the review by the Teaching Institution. If you accept the job contract offered by the Teaching Institution, a 40% deposit toward the program placement fee will be due to TeachingChile. This deposit reserves the teaching position exclusively for you, thus blocking other applicants from receiving an offer for that particular teaching position. For this reason, the deposit is non-refundable.
 4. Upon your acceptance of the job offer, TeachingChile will send you a pre-departure and arrival package via email which will include visa application and processing instructions, details for your arrival and first night's lodging, and more.
 5. Approximately ten weeks prior to your departure, the final 60% payment toward the program placement fee (non-refundable) is due.

TeachingChile will arrange a pre-paid transfer from Santiago airport to your first night's lodging, notifying you by email with all of the details. However, if you arrive into Chile before the date that we've suggested for attending the scheduled in-country orientation and training (perhaps because you are arriving early to take Spanish classes or tour South America), you will be responsible to get the airport transfer to your first night's lodging on your own.

07. The Application Form

Once you have all the previously mentioned documents and information prepared, please complete the following application form. You can type your information in the gray spaces provided. (Ex: Name: John Doe) or check the appropriate box. (Ex: Yes No)

When you are asked to write your name or signature, please be sure to sign your name with your FULL LEGAL NAME. Using different, non-legal versions of your name in the application can significantly delay your application process!



a. Personal Information

Full Name:

Current Street Address:

City: **State/Province:** **Zip/Postal Code:**

Current Address Valid Until: / / (month/day/year)

Cell Phone: **Home Phone:** **Work Phone:**

Email: (can not end in .edu) **Alternate Email:**

Skype Username:

Permanent Street Address:

City: **State/Province:** **Zip/Postal Code:**

Date of Birth: / / (month/day/year) **Country of Citizenship:**

Do you currently have a passport number? Yes No **Passport Number:**

Passport Expiration Date: / / (month/day/year) **Passport Date of Issue:** / / (month/day/year)

Passport Place of Issue:

Name – Next of Kin: **Phone – Next of Kin:**



b. Education

Undergraduate College/University:		Graduation Year:
Major:	Minor:	Grade Point Average:
Graduate University:		
Degree:	Area of Concentration:	
Grade Point Average:	Date Awarded: / / (month/day/year)	
Other Education:		
Do you have TEFL/TESOL certification? (check one) Yes <input type="checkbox"/> No <input type="checkbox"/> I am not currently certified, but I will be certified prior to arrival in Chile. <input type="checkbox"/>		
Other Specialized Training:		
What is your level of Spanish? (check one) None <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced/Bilingual <input type="checkbox"/>		

c. Program Selection Preferences

<p>Program Selection Preferences (check all that apply)</p> <p>Please indicate the program(s) that most interest you. You can review the job description and requirements at our web site http://www.teachingchile.com. Feel free to check more than one, noting that fulfilling your preference may not be possible based upon positions available at the time.</p> <p><input type="checkbox"/> English Co-Teacher (children; Kindergarten through grade 12; ages 5 to 18 years)</p> <p><input type="checkbox"/> English Teacher (university level)</p> <p><input type="checkbox"/> English Teacher (adult level)</p>
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Placement Time Period (check all that apply)

What time period are you interested in being placed? **Note:** Chilean schools give priority to two-semester placements requests.

- 1st Semester 2013 only (end of February 2013 arrival through end of July 2013)
- Both 1st Semester 2013 and 2nd Semester 2013 (end of February 2013 arrival through end-December 2013))
- 2nd Semester 2013 only (end of July 2013 arrival through end-December 2013)
- 1st Semester 2014 only (end of February 2014 arrival through end of July 2014)
- Both 1st Semester 2014 and 2nd Semester 2014 (end of February 2014 arrival through end-December 2014)
- Other Time Period (indicate below)

Other – Start Date: / /
(month/day/year)

Other – End Date: / /
(month/day/year)

d. Personal Background Information

Drug Testing (check all that apply)

Some of the teaching institutions in which TeachingChile could place you might require a drug test. Please indicate your willingness to take a drug test, if required.

- Yes, if required, I am willing to take a drug test
- No, if required, I am not willing to take a drug test

Impairments or Limitations

Do you have any physical or emotional limitations, any allergies, or other impairments that would limit placement options or participation in everyday teaching or community activities?

- No.
- Yes. Explain:

Physical, Emotional and Mental Health

While the TeachingChile program structure provides support for unforeseen or emergency participant needs, each participant must be responsible for his or her own physical, emotional, and mental health while abroad, including obtaining any medications. Are you able to assume full responsibility for your physical, emotional, and mental health while a participant in Chile?

- Yes.

No. Explain:

Special Housing Arrangements

Do you require any specialized housing arrangements?

No.

Yes. Explain:

Felony/Misdemeanor Conviction

Have you ever been convicted of a felony or misdemeanor?

No.

Yes. Explain:

Applying together with another person

Are you applying to TeachingChile together with another person or persons? Remember that each applicant **must** submit a separate application.

No.

Yes. Name:

Children/Dependants

Are you bringing any children with you, or will any children be arriving during your time in Chile? (NOTE: While culturally Chile is a very family-oriented country, the TeachingChile program is not set up to manage the important details needed to provide support for our participant's children—both prior to leaving their home country and during their time in Chile. Many of the issues involved, but not limited to, include: long-term stay resident visas, medical assistance, free housing during the first 22-30 days, and enrollment and placement for your children in a local Chilean school.)

No.

Yes. Explain:

Pets?

Are you bringing any pet(s) with you? (NOTE: We love our pets and understand they are important for you, too. However, past TeachingChile participants have brought their pet and it has been problematic. You will not be able to take advantage of the prepaid lodging during your first 22-30 days, plus most permanent housing options will not allow pets. Additionally, your pet may be quarantined prior to entering Chile and also when trying to bring it back with you to your home country. As difficult as it may be to endure, we suggest that your beloved pet remain at home with a family member or friend during your teaching tenure in Chile.)

No.

Yes.



e. Terms and Conditions and Signature

Agree to Terms and Conditions

I confirm that the statements contained in this application are accurate to the best of my knowledge, and I understand and accept the Terms and Conditions of the program as listed above, which is also available online at http://www.teachingchile.com/to_apply_terms.htm

Signature:

(type or print your full legal name, the same as in the first part of this application)

Today's Date: / / (month/day/year)