

9 Week Study and Work Online Application Form



Instructions For Applying Online



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01. Read These Instructions and the Terms and Conditions

Before submitting your information using the Online 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_terms2.htm

02. Gathering and Preparing Documents

In order to complete the Online Application, there are several materials that you need to prepare before continuing to the actual application form for submission online. To begin, you will need to have the following:

- Typewritten responses (essay style) to four questions included in the application form. These need to be in Microsoft Word (doc, docx) or Adobe Acrobat (pdf) format and should be saved in one document.
- A scanned copy of the page of your passport that contains your photograph and personal data.
- Copy of your résumé or C.V. (curriculum vitae) -- This needs to be in Microsoft Word (doc, docx) or Adobe Acrobat (pdf) format.
- Two references (including name, phone number and email). You will include this information in your resume/CV. (specific instructions to follow)
- A completed application form (with signature). You will complete this section using the Online Application Form, and will submit the above documents electronically at that time.
- After successfully submitting your application online, you will be prompted to pay the non-refundable Application Fee of U.S. \$50.00 by PayPal.
- **OPTIONAL:** A Cover Letter which will only be viewed by the staff of TeachingChile should you need to communicate anything to us regarding your application, availability, or other. No schools will view your cover letter. You can use this Cover Letter option to add any additional notes you think necessary.



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 to date
- 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.

Remember to save this document in either Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf) format: these are the only formats the Online Application form will permit.

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 four 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 study Spanish in Chile and participate in a volunteer internship practicum during the nine-week program period?
2. What personal goals are you hoping to achieve while in Chile?
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.

Remember to save this document in either Microsoft Word (.doc or .docx) or Adobe Acrobat (.pdf) format: these are the only formats the Online Application form will permit.

05. The Online Application

When you have all of the aforementioned information and documents gathered and prepared, you can continue on to Step 2: Submit Application Online.

(http://www.teachingchile.com/to_apply2_online.htm) What follows is a page-by-page summary of the entries you will be asked to provide and submit, with a sample screenshot of each page.

a. Personal Information

In this section, you will be asked the following: **(questions in red are required)**



Full Name, Current Address, Current Address Valid Until, Cell Phone, Home Telephone, Work Telephone, Permanent Street Address, Email, Alternate Email, Date of Birth, Country of Citizenship, (Passport Information required before traveling, but not required at the moment of completing the Online Application) Do You Have a Passport Number, Passport Expiration Date, Passport Date of Issue, Passport Place of Issue, Name - Next of Kin, Phone Number – Next of Kin

TeachingChile Study and Work Practicum: 9 Week Program Online Application

Study and Work Practicum: 9 Week Program
This is the TeachingChile Study and Work Practicum: 9 Week Program Online Application. Please answer all questions unless otherwise instructed.

If you need to stop in the middle of the application form, a link will be emailed to the address you provide. You will be able to click that link and return to where you had previously stopped. Therefore, it is important to provide an email address that you have access to.

Page 1 of 7 - Personal Information
14%

Full Name *

Please enter your FULL LEGAL NAME. Enter your name EXACTLY as it appears on your passport. (which should include middle name if applicable).

Current Address *

b. Education

In this section, you will be asked the following: **(questions in red are required)**

Undergraduate College/University, Expected Graduation Year, Major, Minor, Grade Point Average, Graduate University, Degree, Area of Concentration, Date Awarded, Other Education, Other Specialized Training, What is your level of Spanish?

Page 2 of 7 - Education
29%

Undergraduate College/University *

Expected Graduation Year *

Must be a number between 1930 and 2025
It is not a requirement for you to have completed your undergraduate degree before coming to Chile for this program.

Major *

Minor

Grade Point Average

Graduate University

Degree

Area of Concentration

Date Awarded
 / /
MM DD YYYY

Other Education

c. Program Selection Preferences

In this section, you will be asked the following: **(questions in red are required)**

Program Session Date Selection (may select multiple choices)

Page 3 of 7 - Program Session Date Selection

43%

Program Session Date Selection
Please indicate the program session date(s) that you would like to and are available to participate. Please check more than one if you are available for more than one session during a nine-week period.

Program Session Date Selection (check all that apply) *

(2012) **Session 7:** August 18th - October 20th

(2012) **Session 8:** September 29th - December 1st

(2012) **Session 9:** October 20th - December 22nd

(2013) **Session 1:** February 16th - April 19th

(2013) **Session 2:** March 30st - May 31st

(2013) **Session 3:** May 4th - July 7th

(2013) **Session 4:** June 8th - August 9th

(2013) **Session 5:** June 22rd - August 23th

(2013) **Session 6:** July 6th - September 6th

d. Personal Background Information

In this section, you will be asked the following: **(questions in red are required)**

Drug Testing, Impairments or Limitations, Physical, Emotional and Mental Health, Special Housing Arrangements, Felony/Misdemeanor Conviction, Applying Together with Another Person, Children/Dependants, Pets

Page 4 of 7 - Personal Background Information

57%

Drug Testing *

Yes, if required, I am willing to take a drug test

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

The organization you will be performing your work practicum might require a drug test. Please indicate your willingness to take a drug test, if required.

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? *

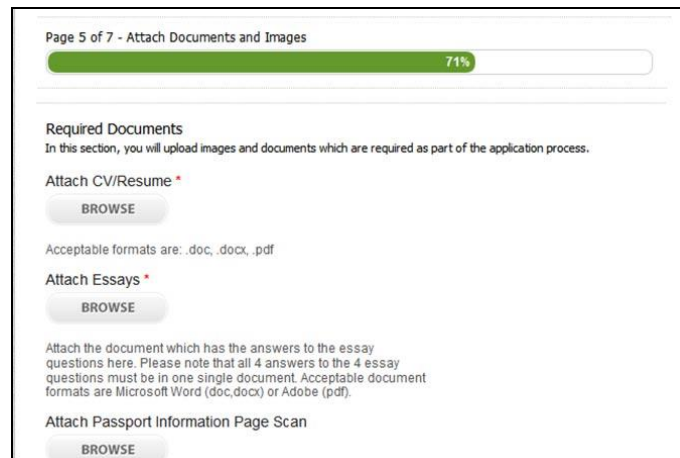
No

Yes. Explain:

e. Upload/Attach Documents and Images

In this section, you will be asked the following: **(questions in red are required)**

Upload CV/Resume, Attach Essays, Attach Passport Information Page Scan, Attach TEFL/TESOL/Teacher Certification Document, Attach Photo, Attach Cover Letter, Attach Other Document(s)



Page 5 of 7 - Attach Documents and Images

71%

Required Documents
In this section, you will upload images and documents which are required as part of the application process.

Attach CV/Resume *

BROWSE

Acceptable formats are: .doc, .docx, .pdf

Attach Essays *

BROWSE

Attach the document which has the answers to the essay questions here. Please note that all 4 answers to the 4 essay questions must be in one single document. Acceptable document formats are Microsoft Word (.doc, .docx) or Adobe (.pdf).

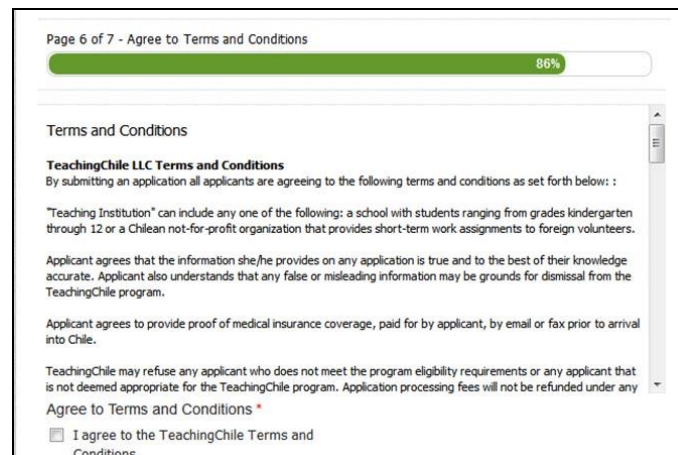
Attach Passport Information Page Scan

BROWSE

f. Terms and Conditions and Signature

In this section, you will be asked the following: **(questions in red are required)**

Agree to Terms and Conditions, Signature



Page 6 of 7 - Agree to Terms and Conditions

86%

Terms and Conditions

TeachingChile LLC Terms and Conditions
By submitting an application all applicants are agreeing to the following terms and conditions as set forth below :

"Teaching Institution" can include any one of the following: a school with students ranging from grades kindergarten through 12 or a Chilean not-for-profit organization that provides short-term work assignments to foreign volunteers.

Applicant agrees that the information she/he provides on any application is true and to the best of their knowledge accurate. Applicant also understands that any false or misleading information may be grounds for dismissal from the TeachingChile program.

Applicant agrees to provide proof of medical insurance coverage, paid for by applicant, by email or fax prior to arrival into Chile.

TeachingChile may refuse any applicant who does not meet the program eligibility requirements or any applicant that is not deemed appropriate for the TeachingChile program. Application processing fees will not be refunded under any

Agree to Terms and Conditions *

I agree to the TeachingChile Terms and Conditions

g. Review Application

In this section, you will see a list of all the answers you have submitted so far. Review carefully to make sure everything is ok. If all your information is correct, scroll to the bottom and click Submit.

Page 7 of 7	
99%	
Full Name	Mike Walsh
Current Address	317 Porvenir New York, NY 04576 United States
Current Address Valid Until:	Jul 12, 2012
Cell Phone	867-5309
Home Telephone	
Work Telephone	
Permanent Street Address	317 Porvenir New York, NY 04576 United States
Email	mike@newyorknewyork.com
Alternate Email	
Country of Citizenship	crscrse

Your application will be submitted and you will return to the TeachingChile website. You will be prompted to pay the Application Fee using PayPal at that time.

NOTE: You will also receive a copy of the application you submitted. It will arrive at the email address you indicated in the Personal Information section on the first page.

06. Paying the Application Fee

After you successfully finish submitting the Online Application, you will be prompted to pay the non-refundable Application Fee of \$50.00 USD via PayPal.

07. What Comes Next? (The Placement Process)

1. Once your application package has been received, TeachingChile will contact you to confirm receipt, and schedule a telephone interview in English.



2. Given this program involves a work practicum speaking in Spanish, accepted applicants will be required to have a basic conversational level of Spanish. A TeachingChile staff member will contact you and explain to you (in English) the details of the short telephone conversation that will test your Spanish speaking skills.
3. All interviews, Spanish language conversational test, and decisions are generally made within one week of receiving the application. Accepted applicants will receive an email and phone call notification.
4. The program fee is due within one week of acceptance notification. Positions will only be reserved for those applicants who have paid the established program fee.
5. TeachingChile will provide all accepted program participants via email pre-departure information to ensure you are prepared for your trip including visa advice and other recommendations to be sure you are properly equipped.

08. Thank You for Applying

Thank you for your interest in TeachingChile. We will review your application, and submit it when the schools in our network ask us for a “call for applications” in the Placement Process.

If you have any questions or difficulties, please contact us at: info@teachingchile.com