

Teach English in Chile 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_terms

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 six 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: 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)

- **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
- 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 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 ARIAL, 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?

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_apply_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.

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

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, Skype Username, 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

The screenshot shows a web form titled "Page 1 of 7 - Personal Information" with a progress bar at 14%. The form includes the following fields:

- Full Name * (text input)
- Please enter your full name. (instruction)
- Current Address * (text input)
- Street Address (text input)
- City (text input)
- State / Province / Region (dropdown menu, currently showing "United States")
- Postal / Zip Code (text input)
- Country (dropdown menu, currently showing "United States")
- Current Address Valid Until: * (text input)

b. Education

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

Undergraduate College/University, Graduation Year, Major, Minor, Grade Point Average, Graduate University, Degree, Area of Concentration, Grade Point Average (for post-graduate work), Date Awarded, Other Education, Do you have TEFL/TESOL certification?, Attach TEFL/TESOL/Teacher Certification Document, Other Specialized Training, What is your level of Spanish?

Page 2 of 7 - Education
29%

Undergraduate College/University *

Graduation Year *
Must be a number between 1930 and 2025
You must have completed your undergraduate degree before coming to Chile.

Major * Minor Grade Point Average *
Must be a number less than or equal to 10.

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 Selection Preferences (may select multiple choices), Program Selection Time Period (may select multiple choices), Other: Start Date, Other: End Date

Page 3 of 7 - Program Selection Preferences
43%

Program Selection Preferences (check all that apply) *

English Co-Teacher (children; Kindergarten through grade 12; ages 5 to 18 years)

English Teacher (university level)

English Teacher (adult level)

Placement Time Period (check all that apply) *

Both 2nd Semester 2012 and 1st Semester 2013 (end of July 2012 arrival through end of July 2013)

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)

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

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.

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 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.

Upload CV/Resume *

BROWSE

HIS 4904 - Exam #2 -... (19.5KB) - Attached

Acceptable formats are: doc, docx, pdf

Attach Essays *

BROWSE

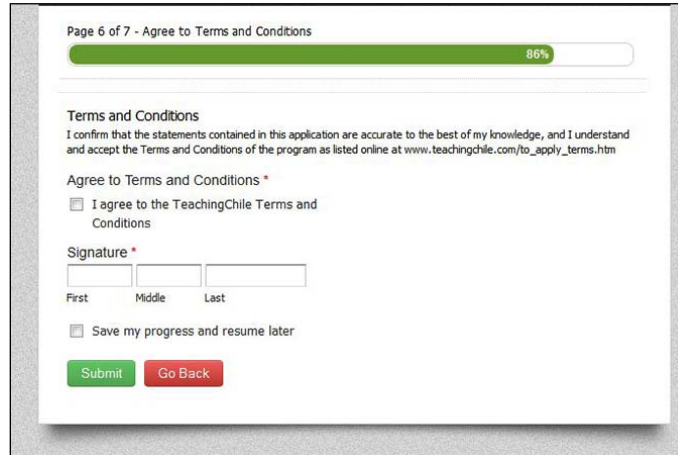
HIS 4904 - Newspaper... (19.5KB) - Attached

Attach your typed essays here. Please include all 6 essays in one single document. Essays must be in Microsoft Word (doc,docx) or Adobe (pdf) format.

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



The screenshot shows a web form titled "Page 6 of 7 - Agree to Terms and Conditions". At the top, there is a green progress bar indicating 86% completion. Below the progress bar, the text reads "Terms and Conditions" followed by a confirmation statement: "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 online at www.teachingchile.com/to_apply_terms.htm". There is a checkbox labeled "Agree to Terms and Conditions *" which is currently unchecked. Below this, there is a "Signature *" section with three input fields for "First", "Middle", and "Last" names. At the bottom of the form, there is another unchecked checkbox labeled "Save my progress and resume later". Two buttons are visible: a green "Submit" button and a red "Go Back" button.

Please be sure to sign your name with your FULL LEGAL NAME, the same as on the first page of the online application.

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.

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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	crscrrse

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 online 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 60% 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.

For more information regarding the Program Placement Fee and the Program Schedule, please visit the following pages on our website:

- Program Schedule - http://teachingchile.com/program_schedule.htm
 - F.A.Q. - [Why am I required to pay a placement fee?](#)
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 40% 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.



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