



PARTICIPANT APPLICATION

TEACH ENGLISH IN CHILE PROGRAM

2011/ 2012

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Application Process

1. Read these instructions and the terms and conditions found on our website carefully: www.teachingchile.com/to_apply_terms
2. Complete the application package, which includes:
 - a. A completed application form (with signature)
 - b. Typewritten responses (essay style) to questions included in the application form
 - c. Photocopy of the page of your passport that contains your photograph and personal data
 - d. Copy of your résumé or C.V. (curriculum vitae)
 - e. 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)
 - f. Two references (including name, phone number and email).
 - g. Two passport sized-photographs with your passport number written on the reverse side
 - h. A U.S. \$50 non-refundable application fee (click on the link below for instructions) www.teachingchile.com/pdf/payment_methods.pdf
3. Make a photocopy of all of the above for your records (including a photocopy of your \$50 check, if paying by check)
4. 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

5. If paying *by check*, mail the \$50 application fee *separate* from the application package to the TeachingChile accounting office located in the United States:

TeachingChile
c/o Sandy Long
25 Valley Terrace
Irvine, CA 92603

*Important. Make sure you mail the check to our accounting office in the United States listed above, **not** to our office in Santiago, Chile. If you mail the check to Santiago, processing of your application and placement could be delayed by as much as four weeks!*

If paying *by credit card*, be sure to fax the credit card authorization form along with your application package to one of the following U.S. fax numbers: +1 720-226-9231 or +1 775-206-1089

6. Fax the photocopies in item #3 above to +1 720-226-9231 or +1 775-206-1089 **---or---** scan the photocopies and email to info@teachingchile.com Due to time delays in

PROCESS

international postal mailings, this will dramatically accelerate processing of your application.

Placement Process

1. Once your application package has been received, TeachingChile will contact you to confirm receipt. Some teaching institutions may contact you for an interview.
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 September and mid January
 - b) For July/August arrivals, the application review schedule is typically between mid April and the end of May
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.
 6. 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.

PAYMENT METHODS

There are three methods to make a payment:

- mailing a check,
- faxing your credit card information and authorization, or
- paying using your PayPal account

To pay by check: (U.S. bank holders only)

Mail the \$50 check *separate* from the application package to the TeachingChile accounting office located in the United States:

TeachingChile
c/o Sandy Long
25 Valley Terrace
Irvine, CA 92603

*Important: Make sure you mail the check to our accounting office in the United States listed above, **not** to our office in Santiago, Chile. If you mail the check to Santiago, processing of your application and placement could be delayed by as much as four weeks.*

To authorize payment by credit card:

I authorize the charge to my credit card in the amount of US \$ 50.00 to:

Visa MasterCard American Express Diners Club

Name as Appears on Card: _____

Account Number: _____

Expiration Date (month/year) _____

Security Code on Back of Card in Signature Box: _____

Signature: _____

Email: _____

Fax this authorization information to one of the following two U.S. fax numbers:

+1 720-226-9231 ** OR ** +1 775-206-1089

To pay using your PayPal account:

Log into your PayPal account and send the \$50 USD to the following PayPal authorized email address: payment@teachingchile.com . Be sure to include your name associated with your application.

RESUME / C.V. & ESSAY QUESTIONS

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

- Name, 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 ending in “.edu”
- Education
- Special certifications such as teacher’s license or TEFL/TESOL (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
- 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.

ESSAY QUESTIONS

Please answer the following six questions. **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.

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?

APPLICATION FORM

Personal Information

(Please type or print clearly the following information)

Name (first, middle, last) _____

Current Street Address: _____

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

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

Home Telephone: _____ Work Telephone: _____

Cell Phone: _____

Permanent Street Address: _____

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

Email Address(es) (We prefer a primary email address that does not end with ".edu"):

Country of Citizenship: _____

Date of Birth (month / day / year) : _____ / _____ / _____

Passport Number: _____

Passport Expiration Date: _____ Passport Date of Issue: _____

Passport Place of Issue: _____

Name(s) and phone number(s) of next of kin (who we should contact in case of an emergency while you are in Chile?):

Education

Undergraduate College / University: _____ Graduation Year: _____

Major: _____ Minor: _____ Grade Point Average: _____

Graduate University: _____ Degree: _____

Date Awarded: _____ / _____ / _____ Area of Concentration: _____

Other Education: _____

Other Specialized Training (for example TEFL or TESOL course that you have completed or plan to complete prior to arrival):

APPLICATION FORM

Program Selection Preferences

Please indicate the program(s) that most interest you. You can review the job description and requirements at our web site 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.

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

Placement Time Period

What time period are you interested in being placed?

- 1st Semester 2011 only (end of February 2011 through mid-July 2011)
- Both 1st Semester 2011 and 2nd Semester 2011 (end of February 2011 through mid-December 2011)
- 2nd Semester 2011 only (mid July 2011 through mid-December 2011)
- 2nd Semester 2011 and 1st Semester 2012 (mid July 2011 through mid-July 2012)
- 1st Semester 2012 only (end of February 2012 through mid-July 2012)
- Both 1st Semester 2012 and 2nd Semester 2012 (end of February 2012 through mid-December 2012)
- Other, please specify *start* and *end* dates of availability: between _____ and _____ (If positions are in a language institute that does not rely on the academic semester calendar for hiring, we might be able to place you within the dates you specify above).

Drug Testing

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.

- If required, I *am* willing to take a drug test
- If required, I *am not* willing to take a drug test

Online Chilean News Subscription

TeachingChile provides (free of charge, for accepted applicants only) a one-year subscription to an online English-language Chilean newspaper, *The Santiago Times*. Please indicate your interest in receiving this online news service, if you are accepted into the program.

- Yes, I would like to receive a one-year subscription to be delivered daily at the following email address:

- No, I would not like to receive this one-year subscription.

APPLICATION FORM

Additional Information

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. If yes, please explain: _____

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. If no, please explain: _____

Do you require any specialized housing arrangements?

- No
 Yes. If yes, please explain: _____

Have you ever been convicted of a felony or misdemeanor?

- No
 Yes. If yes, please give a detailed explanation on a separate page.

Signature

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

Signature _____

Date (month/day/year): ____ / ____ / _____