

OFFICIAL ANNOUNCEMENT

○ Pyeongtaek English Education Center(PEEC) of the Pyeongtaek International Exchange Foundation(PIEF) is an organization under the Pyeongtaek City. PEEC is seeking responsible and competent native English teachers for the English Education Center.

2026. 6. 2.

Chairman of Pyeongtaek International Exchange Foundation

1. Working Conditions

Position		Contract Period	The Number of People
contract worker	Native English Teacher	1 year	1

※ Native-speaking instructors can be extended on a yearly basis by agreement between the instructor and the center at the end of the contract period, but if there is no separate agreement, this contract will automatically end on the expiration date of the period.

※ The probationary period is three months, and remuneration is paid equally during the probationary period, and employment may be canceled if work performance is poor or a reason for disqualification is found.

○ Location: **Pyeongtaek, Gyeonggi-do**

→ Detailed workplaces can change depending on working conditions

○ Working Days and Hours

- Employee shall work for 5 days, 40 hours a week.

→ Teaching hours (4~8periods-40~50mintues each / day)

- There will be regular programs and other additional programs that may require extended working hours or weekend(3~4times a year) working.

○ Paid Holidays: 11days(1-year contractor) and National holidays etc.

○ Salary: **Starting from 2,400,000won/month to 2,600,000won/month depending on working experiences.** ※ Depends on Pyeongtaek International regulations.

- **Support for residential and inbound and outbound airfare (for E-1, E-2 visas)**

- Subscribe to national pension, health insurance, industrial accident insurance, etc.

2. Duties

The Native English Instructor Responsibilities include the following:

- Carry out English classes and educational programs such as after-school classes, adult conversation classes, English camps, English festivals and contests, online/video English programs, visiting English experience programs, and SNS-based English learning content programs.
- Prepare teaching materials, lesson plans, and other resources for assigned English classes and programs.
- Assist in the development and operation of English language education materials, curriculum materials, and educational activities.
- Participate in extracurricular educational activities such as judging contests, supporting teacher training sessions, workshops, English camps, and creating English educational content and materials.
- Perform other duties related to English language education programs as assigned by PIEF.

3. Eligibility

□ Eligibility

Classification	Eligibility
Age.	• Over 19 years old.
Content	• A person who is a native English-speaker and is qualified to obtain a visa (E-1, E-2 visa) related to English education. ※ Be a citizen of a country where English is the primary language: (Australia, Canada, Ireland, New Zealand, United Kingdom, United States or South Africa)
etc.	• A person who has the skills and qualifications necessary for performing his/her duties. • A person who has the ability and willingness to adapt to Korean culture and life. • A person who is mentally and physically healthy

□ Employment Grade

Classification	Criteria
Grade 1	• A person who can issue a related visa and has more than 3 years of domestic and foreign educational experience.
Grade 2	• A person who can issue a related visa and has more than one year of domestic and foreign educational experience.
Grade 3	• A person who can issue a related visa.

※ Under the Labor Standards Act, a labor contract must be concluded with a related institution or corporation to confirm the four major insurance subscription certificate or educational experience registered with the Office of Education, and a certificate of experience must be issued from the head of the relevant institution when working abroad.

4. Procedures and Evaluation factors

□ Screening: Open competition recruitment

○ Step 1: Document Screening

Procedure	Evaluation factors	Score
Evaluation of eligibility/disqualification of evaluation elements only	Whether the candidate is qualified or experienced, Whether documents to be submitted are available.	N/A

○ Step 2: Interview screening

Procedure	Evaluation factors	Score
Skills necessary for job performance and Eligibility test. (Total 100 points for 7 items)	1. Work performance ability	20 points
	2. Professionalism	20 points
	3. Language skills	20 points
	4. Responsibility	10 points
	5. Follower ship	10 points
	6. Diversity	10 points
	7. Sociality	10 points

※ There's no written test.

※ In the event of a tie, priority selection is made in the order of high score in work performance ability, professionalism, language skills, responsibility, follower ship, diversity and sociality.

□ Final candidates

- Calculate the arithmetic average of scores by interviewers and select the top scorer among those who scored 80 points or higher.
- When a majority of the evaluation committee members judge ineligible, they fail the final evaluation.
- If there is no qualified person, they may not be hired, and if there is a reason for disqualification even after notification of the successful candidate, the acceptance may be canceled.
- If a vacancy occurs due to the abandonment of employment within three months of employment acceptance or probationary period, additional successful candidates may be determined in the next order among the applicants at the time.

5. Application and Schedule

□ Application

- Deadline: **2026. 6. 2.(Tue) ~ 2026. 6. 14.(Sun) (KST)**
- How to apply: E-mail (peec.recruit@gmail.com)
 - ※ System failure may occur on the day of the deadline, so pre-registration is required.
 - ※ Applicants are required to check whether the application has been received normally.

□ Schedule

Classification	Schedule	Note
Recruitment Announcement & Apply	2026. 6. 2.(Tue)~ 2026. 6. 14.(Sun)	email
Step 1 Document Screening	2026. 6. 16.(Tue)	PEEC
Announcement of candidates for the interview.	2026. 6. 16.(Tue) after 16:00	The website of the center / email
Step 2 Interview Screening	2026. 6. 18.(Thu)	PEEC
Announcement of successful applicants.	2026. 6. 19.(Fri) after 16:00	The website of the center / email
Register as a candidate	10 days from the date of announcement.	PEEC

- ※ The schedule may be changed depending on circumstances.
- ※ The announcement is posted on websites such as Pyeongtaek City Hall, Pyeongtaek International Exchange Foundation, and Pyeongtaek English Education Center (www.pyeongtaek.go.kr, www.pief.or.kr, <http://www.peec.go.kr/>)

※ For related matters such as announcement of candidates for interview screening, location, date, and announcement of successful candidates, refer to the Pyeongtaek English Education Center website (<http://www.peec.go.kr/>) → individual information and (northern) announcements.

6. Documents to Submit

□ Document Screening

No.	Documents	Format	Note
1	Application form with a photo	Attached 1	
2	Personal Information Collection·Use·Provision Consent Form	Attached 2	

□ Successful Candidate Submission Requirements

No.	Documents	Note for submission	Note
1	Copy of passport	Personal Information page, visa page for domestic residents.	
2	Copy of the front and back of the alien registration card.	Only for domestic residents.	
3	Certificate of employment or work experience.	Only for those who meet the requirements.	
4	Copy of the final school diploma	Notarized apostille.	
5	Transcript	Sealed	
6	Copy of certificate and language test documents	Only for those who meet the requirements.	
7	Crime record check	Notarized apostille.	
8	Original copy of the physical exam	Submission of a copy of issuance to a hospital designated by the immigration office	
9	Others	Any other documents deemed necessary by the center.	

※ Only matters that can be proved must be entered in the application form, and if the relevant document is not submitted, qualification and experience matters cannot be recognized, and if false information is entered, it may be a reason for cancellation of appointment.

7. Others

- As this proceeds with blind recruitment, all personal information must be excluded when filling out applications and self-introduction forms.
(But, matters related to the issuance of E1 and E2 visas are exceptions.)
- All disadvantages arising from errors, omission, inability to contact, or failure to submit documents are with the applicant, and if false information or false evidence is submitted through the process of receiving applications, cancellation of acceptance or appointment and restriction for eligibility to apply for the next five years will occur.
- The contents of this announcement are subject to change due to circumstances.
- Recruiters' remuneration, service, and personnel appointments are subject to the management bylaws of native speakers at the Pyeongtaek International Exchange Foundation.
- The submitted documents are not used for any purpose other than this recruitment.
- No solicitation is received for recruitment, and if a solicitation is found, you will be disqualified from applying.
- For more information, please contact the personnel manager (peec.recruit@gmail.com) of the Pyeongtaek English Education Center.

Attachment

1. Application form (English)
2. Consent to collect, use, and provide personal information (English)

[별지 제1호 서식]

원어민 강사 지원서

[APPLICATION FORM]

PERSONAL INFORMATION (PLEASE PRINT)			
FIRST NAME (ENTER YOUR LEGAL NAME)*		MIDDLE NAME INITIAL*	
SURNAME*		You must attach a passport quality photo of your face and shoulders here*	
DATE OF BIRTH*			
CURRENT ADDRESS*			
STREET #			
STREET NAME			
CITY			
STATE/PROVINCE			
POSTAL CODE			
COUNTRY			
MAILING ADDRESS (WHERE YOU WILL RECEIVE YOUR CONTRACT)			
STREET #			
STREET NAME			
CITY			
STATE/PROVINCE			
POSTAL CODE			
COUNTRY			
EMAIL ADDRESS*		TELEPHONE NUMBER* (INCL COUNTRY CODE & AREA CODE)	
PRIMARY CITIZENSHIP*		SECONDARY CITIZENSHIP	
IN ACCORDANCE TO THE IMMIGRATION LAW, ONLY ONE OF THE SEVEN DESIGNATED ENGLISH SPEAKING COUNTRIES' CITIZENS ELIGIBLE		MARITAL STATUS	
		MARRIED <input type="checkbox"/> UNMARRIED <input type="checkbox"/>	
TWO EMERGENCY CONTACTS			
NAME		NAME	
RELATION		RELATION	
PHONE		PHONE	
MAIL		MAIL	

EDUCATIONAL BACKGROUND (PLEASE PRINT)

LEVEL	NAME OF INSTITUTION	STATE/PROVINCE /COUNTRY	ENROLLMENT		GRADUATION DATE	# TEARS
			FROM	TO		
ELEMENTARY						
MIDDLE						
HIGH*						
POST SECONDARY* (1)						
	DEGREE*:	MAJOR*:			GPA OR%*:	/
		MINOR:			GPA OR%:	/
POST SECONDARY (2)						
	DEGREE:	MAJOR:			GPA OR%:	/
		MINOR:			GPA OR%:	/

Please note, GEPIK does not recognize degrees obtained from other than one of the seven designated English-speaking countries*. (see note on the 2nd page). For F4 visa holders, you will be asked to provide an official document as proof for a minimum of 10 years of secondary and higher educational background in one of the seven designated English-speaking countries.

ENGLISH TEACHING CERTIFICATION/TEACHING CERTIFICATION

TICK	TITLE OF CERT.	ACCREDITING INSTITUTION	ISSUE DATE	HOURS COMPLETED
<input type="checkbox"/>	TEFL/TESOL/CELT/CELTA			
<input type="checkbox"/>	TEACHING CERTIFICATION /LICENSE /CREDENTIALS			N/A

SUCCESSFUL APPLICANTS MUST PROVIDE DOCUMENTED PROOF FOR HOLDING CERTIFICATIES.

TEACHING EXPERIENCE (IN CHRONOLOGICAL ORDER)

NAME AND LOCATION OF INSTITUTION	POSITION	SUBJECT(s) TAUGHT	AGES TAUGHT	DATE FROM	DATE TO
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:					
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:					
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:					
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:					

NON-TEACHING WORK EXPERIENCE (IN CHRONOLOGICAL ORDER)

NAME AND TYPE OF BUSINESS	POSITION	JOB DETAILS	DATE FROM	DATE TO
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				

Please note that all fields marked with an asterisk() are required.

[별지 제2호 서식] 개정

[Appendix Form No. 2]

Personal Information Collection · Use · Provision Consent Form(For Applicants)

Dear Pyeongtaek International Exchange Foundation

In accordance with the provisions of Item 1 in Paragraph 1 of Article 15, Item 1 in Paragraph 1 of Article 17, and Item 1 of Article 23, and Item 1 in Paragraph 1 of Article 24 of the 「Personal Information Protection Act」, Pyeongtaek International Exchange Foundation (PIEF) is subject to obtain consent from the applicant when collecting, using, or providing the applicant's personal information to a third party for hiring process. I, hereby, consent to the collection/use or provision of my personal information by Pyeongtaek International Exchange Foundation as follows:

1. Matters Relating to Collection/Use

Purpose of Collection · Use	<ul style="list-style-type: none">▪ To confirm reason for employment restriction and other matters related to employment evaluation▪ To verify and validate submitted documents (certificate of employment, job-related certificates/licenses, etc.)▪ To use for document screening and job interviews during the hiring process (confirming details of application)
Items to be Collected · Used	<p>【Required Information】</p> <ul style="list-style-type: none">▪ Personal identification information<ul style="list-style-type: none">- Name, address, phone number and email address▪ Health related information: Only required for those subject to physical examination for hiring process▪ Qualifications and career experiences, information related to employment such as military record <p>【Collected information on final acceptance】</p> <ul style="list-style-type: none">▪ Items to be collected by the Foundation on final acceptance<ul style="list-style-type: none">- Resident registration number, career experiences, qualifications, academic curriculum requirements, specifics(military service, disability, veteran affairs) etc.

	<p>- Criminal Records Check regarding sex crime and child abuse, military records, and medical records</p>
<p>Period of Retention · Use</p>	<p>Personal information listed above will be retained and used from the date of agreement on the collection and use until the end of the hiring process for the purposes stated above.</p> <p>Once the process is completed, the information shall be kept and used only to the extent necessary for handling civil affairs and conflict, and implementation of legal duty and obligations.</p>
<p>Right to Refuse the Consent and Disadvantages in Case of Refusal</p>	<p>Consent to the collection and use of the required information above is compulsory for the hiring process and the process will not proceed without the consent of the applicant.</p> <p>The applicant has the right to refuse to consent to the collection and use of optional information. However, failure to consent may cause the suspension of hiring process, exclusion from the evaluation list, and disregard in recognition of preferential qualifications.</p>
<p>Consent to Collection and Use</p>	<p>I agree to authorize Pyeongtaek International Exchange Foundation to collect · use of my personal information.</p> <ul style="list-style-type: none"> ▪ Required information (Agree <input type="checkbox"/> Disagree <input type="checkbox"/>) ▪ Optional information (Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)
<p>Consent to Collection/Use of Unique Identification Information</p>	<p>I agree to authorize Pyeongtaek International Exchange Foundation to collect · use of my unique identification information for the purposes stated above.</p> <ul style="list-style-type: none"> ▪ Unique identification information: Resident registration number, passport number, and other unique identification number such as alien registration number (for final acceptance) <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>
<p>Consent to Collection/Use of Sensitive Information</p>	<p>I agree to authorize Pyeongtaek International Exchange Foundation to collect · use of my sensitive information for the purposes stated above.</p> <ul style="list-style-type: none"> ▪ Sensitive information : Health-related information, military records, and criminal records regarding sex crime and child abuse <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>

2. Provision of Personal Information to a Third party

<p>Receptor</p>	<ul style="list-style-type: none"> ▪ Agencies that verifying certificates : Agencies that verify certificates, license and language test results, etc. ▪ Agencies that confirming sensitive information: Agencies that validate criminal records related to sex crime and child abuse. ▪ Other accredited institutions that verify authenticity of employment evaluation
<p>Purpose of Providing Personal Information</p>	<ul style="list-style-type: none"> ▪ Agencies that verifying certificates : To verify authenticity of certificates, license, language test results, etc. ▪ Agencies that confirming sensitive information and information related to hiring process : To validate criminal records related to sex crime and child abuse. ▪ To verify the authenticity of employment evaluation
<p>Items to be Included for Provision</p>	<ul style="list-style-type: none"> ▪ Agencies that verifying certificate : Information necessary to confirm authenticity of certificates such as personal identification information ▪ Agencies that confirming sensitive information and information related to hiring process : Information necessary to validate criminal records related to sex crime and child abuse. ▪ Other information required for verifying authenticity of employment evaluation
<p>Period of Collection and Usage of Personal Information</p>	<p>Personal(credit) information listed above will be retained or used from the date of agreement on the collection and use until the day of meeting the objective. However, if the applicant refuses to sign the employment contract, the information shall be kept and used only to the extent necessary for handling civil affairs and conflict, and implementation of legal duty and obligations.</p>
<p>Right to refuse the Consent and Disadvantages in Case of Refusal</p>	<p>Consent to the provision of personal(credit) information stated above is compulsory for the hiring process and the future employment contract. The process will not proceed without the consent of the applicant.</p> <p>The applicant has a right to refuse the provision of personal information to a third party, but the rejection may be considered as putting false information on the application form.</p>

Question of Assent	<p>I agree to authorize Pyeongtaek International Exchange Foundation to provide my personal(identification, sensitive) information to a third party as stated above, and that a copy of the consent form signed and sealed by the Foundation is equally effective as the original copy when verifying the authenticity of the provided information.</p> <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>
Consent to Providing Unique Identification Information	<p>I agree to authorize Pyeongtaek International Exchange Foundation to provide my unique identification information to a third party for the purposes stated above.</p> <p>Unique identification information: Resident registration number, drivers license number, alien registration number, passport number</p> <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>
Consent to Providing Sensitive Information	<p>I agree to authorize Pyeongtaek International Exchange Foundation to provide my sensitive information to a third party for the purposes stated above.</p> <ul style="list-style-type: none"> ▪ Sensitive information: Disability status and history, health-related information, background-check information, criminal records related to sex crime and child abuse, health-related information, military records <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>

I fully understand the contents of this consent form and have been informed in detail about the provision • use of personal information.

Date: 20 . . .

Name:

(Signature or Seal)

M/S Pyeongtaek Internation Exchange Foundation

※ The personal information provided by the applicant shall not be used for any other purposes other than those agreed upon. If the applicant refuses use of the personal information provided, the applicant may request perusal, correction, or deletion.

평택시국제교류재단(평택영어교육센터) 2026년 제1회 원어민 강사 채용 공고

평택시국제교류재단(평택영어교육센터)은 평택시 산하기관으로 다양한 계층의 평택시민들에게 균등한 영어교육의 기회를 제공하기 위하여 함께 일할 유능한 인재를 아래와 같이 채용하고자 하오니 많은 지원 바랍니다.

2026년 6월 2일

평택시국제교류재단 이사장

1. 채용분야 및 채용인원

직종	채용분야	계약기간	인원	주요업무
계약직	원어민 강사	계약일로부터 1년	1명	수업 및 학생관리

- ※ 원어민 강사는 계약기간 종료 후 강사와 센터 간 합의하여 1년 단위로 연장 가능. 다만, 별도의 합의가 없는 경우 본 계약은 기간만료일에 자동 종료됨.
- ※ 수습기간은 3개월이며 수습기간 중에도 보수는 동일하게 지급하고, 근무성적이 불량하거나 결격사유가 발견되었을 경우 임용을 취소할 수 있음

2. 근무조건

□ 근무조건

- 근무지: 경기도 평택 (세부 근무지는 근무 여건에 따라 변동 가능)
- 근무형태: 주 5일 / 주 40시간 근무
 - 사업 관련 각종 행사 진행 시 연장 근무 또는 휴일 근무
- 휴가: 근로기준법에 따름
- 보수조건
 - 원어민 강사: 월2,400,000원 이상(세전기준)
 - ※ 평택시국제교류재단 원어민 강사 관리내규에 의거 경력에 따라 지급됨
 - 주거 및 입·출국항공료 지원 (E-1, E-2비자 해당)
 - 국민연금, 건강보험, 산재보험 등 보험 가입

○ 주요업무

- 영어 수업 등 교육 프로그램 운영 및 학생 지도
 예) 방과후, 성인회화, 영어캠프, 영어축제 및 영어대회, 찾아가는 영어, 화상영어, SNS영어(온라인 영어 학습 콘텐츠) 등
- 수업을 위한 자료 준비, 수업 계획 및 교육 과정 개발 등 지원
- 대회 심사, 교사 연수 지원 등 기타 센터가 요청한 영어교육 관련 업무

3. 응시자격 및 채용자격

□ 응시자격

구분	응시자격
연령	· 만19세이상
내용	· 영어를 모국어로 하는 국가의 국민으로서 영어교육 관련 비자 (E-1, E-2 비자)를 취득할 수 있는 자격을 갖춘 사람 ※ 영어 모국어 국가(7개국): 미국, 영국, 캐나다, 남아공, 뉴질랜드, 호주, 아일랜드
기타	· 직무수행에 필요한 능력 및 자격을 갖춘 사람 · 한국 문화를 잘 이해하고 한국 생활에 적응이 가능한 사람 · 신체 및 정신이 건강한 사람

□ 채용자격 기준

구분	자격 기준
1등급	· 관련비자(E-1, E-2) 발급이 가능하고 국내·외 교육경력이 3년 이상인 사람
2등급	· 관련비자(E-1, E-2) 발급이 가능하고 국내·외 교육경력이 1년 이상인 사람
3등급	· 관련비자(E-1, E-2) 발급이 가능한 사람

※ 근로기준법에 의거 관련 기관 또는 법인과 근로계약을 체결하여, 4대 보험 가입확인 내역서 또는 교육청에 등록된 교육경력이 확인되어야 하며, 해외 근무 시, 해당 기관장으로부터 경력증명서가 발급되어야 함.

4. 채용절차 및 평가요소

□ 전형방법: 공개경쟁 채용

- 1차 서류전형

채용절차	평가요소	배점
평가요소의 적격/부적격만 평가	응시자의 자격·경력 여부, 제출서류 구비 여부	해당 없음

- 2차 면접전형

채용절차	평가요소	배점
직무수행에 필요한 능력 및 적격성 평가 (7개항목 100점 만점)	1. 업무수행능력	20점
	2. 전문성	20점
	3. 언어능력	20점
	4. 책임감	10점
	5. Followership	10점
	6. 다양성	10점
	7. 사회성	10점

※ 필기전형 없음

※ 동점자 발생 시 업무수행 능력, 전문성, 언어능력, 책임감, Follower ship, 다양성, 사회성 고득점 순 우선 선발

□ 최종합격자 선발(예비합격자 포함)

- 면접위원별 점수를 산술평균하여 80점 이상자 중에서 최고 득점자로 결정
- 평가위원의 과반수가 부적격 판정 시 최종평가 불합격 처리함
- 적격자가 없을 시 채용하지 않을 수 있으며, 합격자 통지 후라도 부적합한 결격 사유가 있을 시 합격이 취소될 수 있음
- 채용 합격 후 수습 기간 3개월 이내 임용 포기 등으로 결원 발생 시에는 당시 지원자 중 차순위로 추가 합격자를 결정할 수 있음.

5. 응시원서 접수 및 전형 일정

□ 응시원서

- 접수기간: 2026. 6. 2.(화) ~ 2025. 6. 14.(일)까지 도착 전에 한함(KST기준)
- 접수방법: 전자우편(peec.recruit@gmail.com)

□ 전형일정

구분	일정	비고
모집공고 및 응시원서 접수	2026. 6. 2(화) ~ 2026. 6. 14.(일)	이메일
1차 서류전형	2026. 6. 16.(화)	평택영어교육센터
2차 면접전형 대상자 발표	2026. 6. 16.(화) 16:00이후	센터 홈페이지
2차 면접전형	2026. 6. 18.(목)	평택영어교육센터
면접전형 합격자 발표	2026. 6. 19.(금) 16:00이후	센터 홈페이지
임용후보자 등록	합격자 발표일로부터 10일	평택영어교육센터

※ 상기 일정은 사정에 따라 변경될 수 있음

※ 공고는 평택시청, 평택시국제교류재단, 평택영어교육센터 등 홈페이지
(www.pyeongtaek.go.kr, www.pief.or.kr, http://www.peec.go.kr/)를 통해 게시

※ 면접전형 대상자 발표, 장소·일시, 합격자 발표 등 관련 사항은 평택영어교육센터 홈페이지
(http://www.peec.go.kr/) → (북부) 공지사항 참고 및 개별 안내

6. 제출서류

□ 서류전형 제출서류

연번	제출서류	제출시 유의사항	비고
1	응시원서	붙임 1	
2	개인정보 수집·이용·제공·동의서	붙임 2	

□ 최종합격자 제출서류 (최종합격자에 한해 임용 전 제출)

연번	제출서류	제출시 유의사항	비고
1	여권 사본	개인신상정보 페이지 제출, 국내 거주자의 경우 비자 페이지도 제출	
2	외국인등록증 앞, 뒷면 사본	국내 거주자에 한함	
3	재직 또는 경력증명서	해당자에 한함	

연번	제 출 서 류	제 출 시 유의사항	비고
4	최종학교 졸업증 사본	아포스티유 공증 필	
5	성적증명서	성적증명서	
6	자격증 및 어학검정서류 사본	해당자에 한함	
7	범죄기록조회서	아포스티유 공증 필	
8	채용 신체검사서 원본 1부	출입국관리사무소 지정병원 발행본 제출	
9	기타	그밖에 센터에서 필요하다고 판단되는 서류	

※ 응시원서에는 반드시 증빙이 가능한 사항만 기재하여야 하며, 해당 서류 미제출 시 자격 및 경력 사항 인정이 불가하고 허위사실 기재 시 임용취소의 사유가 될 수 있음

7. 기타사항

- 본 채용은 블라인드 채용으로 진행됨에 따라, 응시원서 작성 시 인적사항과 관련된 내용을 제외하고 기재하여야 합니다. (단, E-1, E-2비자 발급과 관련된 사항은 제외)
- 응시원서 기재 내용의 착오·누락, 연락 불능 또는 제출서류 미제출 등으로 인하여 발생하는 불이익은 모두 응시자에게 있으며, 응시원서 접수 및 증빙서류 제출과정을 통하여 허위사실 기재 또는 허위증빙서 제출 시, 합격 또는 임용취소 및 향후 5년간 응시자격을 제한하오니 유의하시기 바랍니다.
- 본 공고 내용은 사정에 의해 변경될 수 있습니다.
- 채용자의 보수, 복무, 인사 등은 평택시국제교류재단 원어민 강사 관리 내규에 따릅니다.
- 제출된 서류는 본 채용목적 이외에는 사용하지 않습니다.
- 채용에 있어 어떠한 청탁도 받지 아니하며 청탁 사실이 발견될 경우 응시자격이 박탈됩니다.
- 기타 자세한 내용은 **평택영어교육센터 인사담당자**(peec.recruit@gmail.com)에게 문의하시기 바랍니다.

- 붙임 1. 응시원서 (영문) 1부.
2. 개인정보 수집·이용·제공 동의서 (영문) 1부. 끝.

[별지 제1호 서식]

원어민 강사 지원서

[APPLICATION FORM]

PERSONAL INFORMATION (PLEASE PRINT)			
FIRST NAME (ENTER YOUR LEGAL NAME)*	MIDDLE NAME INITIAL*	You must attach a passport quality photo of your face and shoulders here*	
SURNAME*			
DATE OF BIRTH*	GENDER* MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		
CURRENT ADDRESS*			
STREET #			
STREET NAME			
CITY			
STATE/PROVINCE			
POSTAL CODE			
COUNTRY			
MAILING ADDRESS (WHERE YOU WILL RECEIVE YOUR CONTRACT)			
STREET #			
STREET NAME			
CITY			
STATE/PROVINCE			
POSTAL CODE			
COUNTRY			
EMAIL ADDRESS*		TELEPHONE NUMBER* (INCL COUNTRY CODE & AREA CODE)	
PRIMARY CITIZENSHIP*	SECONDARY CITIZENSHIP		MARITAL STATUS
IN ACCORDANCE TO THE IMMIGRATION LAW, ONLY ONE OF THE SEVEN DESIGNATED ENGLISH SPEAKING COUNTRIES' CITIZENS ELIGIBLE			MARRIED <input type="checkbox"/> UNMARRIED <input type="checkbox"/>
TWO EMERGENCY CONTACTS			
NAME		NAME	
RELATION		RELATION	
PHONE		PHONE	
MAIL		MAIL	

EDUCATIONAL BACKGROUND (PLEASE PRINT)

LEVEL	NAME OF INSTITUTION	STATE/PROVINCE /COUNTRY	ENROLLMENT		GRADUATION DATE	# TEARS
			FROM	TO		
ELEMENTARY						
MIDDLE						
HIGH*						
POST SECONDARY* (1)	DEGREE*:	MAJOR*:			GPA OR%*:	/
		MINOR:			GPA OR%:	/
POST SECONDARY (2)	DEGREE:	MAJOR:			GPA OR%:	/
		MINOR:			GPA OR%:	/

Please note, GEPIK does not recognize degrees obtained from other than one of the seven designated English-speaking countries*. (see note on the 2nd page). For F4 visa holders, you will be asked to provide an official document as proof for a minimum of 10 years of secondary and higher educational background in one of the seven designated English-speaking countries.

ENGLISH TEACHING CERTIFICATION/TEACHING CERTIFICATION

TICK	TITLE OF CERT.	ACCREDITING INSTITUTION	ISSUE DATE	HOURS COMPLETED
<input type="checkbox"/>	TEFL/TESOL/CELT/CELTA			
<input type="checkbox"/>	TEACHING CERTIFICATION /LICENSE /CREDENTIALS			N/A

SUCCESSFUL APPLICANTS MUST PROVIDE DOCUMENTED PROOF FOR HOLDING CERTIFICATIES.

TEACHING EXPERIENCE (IN CHRONOLOGICAL ORDER)					
NAME AND LOCATION OF INSTITUTION	POSITION	SUBJECT(s) TAUGHT	AGES TAUGHT	DATE FROM	DATE TO
	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				
	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:				

NON-TEACHING WORK EXPERIENCE (IN CHRONOLOGICAL ORDER)				
NAME AND TYPE OF BUSINESS	POSITION	JOB DETAILS	DATE FROM	DATE TO
	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:			
	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:			
	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:			
	FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> REASON FOR LEAVING:			

Please note that all fields marked with an asterisk() are required.

[별지 제2호 서식] 개정

[Appendix Form No. 2]

Personal Information Collection · Use · Provision Consent Form(For Applicants)

Dear Pyeongtaek International Exchange Foundation

In accordance with the provisions of Item 1 in Paragraph 1 of Article 15, Item 1 in Paragraph 1 of Article 17, and Item 1 of Article 23, and Item 1 in Paragraph 1 of Article 24 of the 「Personal Information Protection Act」, Pyeongtaek International Exchange Foundation (PIEF) is subject to obtain consent from the applicant when collecting, using, or providing the applicant's personal information to a third party for hiring process. I, hereby, consent to the collection/use or provision of my personal information by Pyeongtaek International Exchange Foundation as follows:

1. Matters Relating to Collection/Use

Purpose of Collection · Use	<ul style="list-style-type: none">▪ To confirm reason for employment restriction and other matters related to employment evaluation▪ To verify and validate submitted documents (certificate of employment, job-related certificates/licenses, etc.)▪ To use for document screening and job interviews during the hiring process (confirming details of application)
Items to be Collected · Used	<p>【Required Information】</p> <ul style="list-style-type: none">▪ Personal identification information<ul style="list-style-type: none">- Name, address, phone number and email address▪ Health related information: Only required for those subject to physical examination for hiring process▪ Qualifications and career experiences, information related to employment such as military record <p>【Collected information on final acceptance】</p> <ul style="list-style-type: none">▪ Items to be collected by the Foundation on final acceptance<ul style="list-style-type: none">- Resident registration number, career experiences, qualifications, academic curriculum requirements, specifics(military service, disability, veteran affairs) etc.- Criminal Records Check regarding sex crime and child abuse, military records, and medical records

<p>Period of Retention · Use</p>	<p>Personal information listed above will be retained and used from the date of agreement on the collection and use until the end of the hiring process for the purposes stated above.</p> <p>Once the process is completed, the information shall be kept and used only to the extent necessary for handling civil affairs and conflict, and implementation of legal duty and obligations.</p>
<p>Right to Refuse the Consent and Disadvantages in Case of Refusal</p>	<p>Consent to the collection and use of the required information above is compulsory for the hiring process and the process will not proceed without the consent of the applicant.</p> <p>The applicant has the right to refuse to consent to the collection and use of optional information. However, failure to consent may cause the suspension of hiring process, exclusion from the evaluation list, and disregard in recognition of preferential qualifications.</p>
<p>Consent to Collection and Use</p>	<p>I agree to authorize Pyeongtaek International Exchange Foundation to collect · use of my personal information.</p> <ul style="list-style-type: none"> ▪ Required information (Agree <input type="checkbox"/> Disagree <input type="checkbox"/>) ▪ Optional information (Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)
<p>Consent to Collection/Use of Unique Identification Information</p>	<p>I agree to authorize Pyeongtaek International Exchange Foundation to collect · use of my unique identification information for the purposes stated above.</p> <ul style="list-style-type: none"> ▪ Unique identification information: Resident registration number, passport number, and other unique identification number such as alien registration number (for final acceptance) <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>
<p>Consent to Collection/Use of Sensitive Information</p>	<p>I agree to authorize Pyeongtaek International Exchange Foundation to collect · use of my sensitive information for the purposes stated above.</p> <ul style="list-style-type: none"> ▪ Sensitive information : Health-related information, military records, and criminal records regarding sex crime and child abuse <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>

2. Provision of Personal Information to a Third party

Receptor	<ul style="list-style-type: none"> ▪ Agencies that verifying certificates : Agencies that verify certificates, license and language test results, etc. ▪ Agencies that confirming sensitive information: Agencies that validate criminal records related to sex crime and child abuse. ▪ Other accredited institutions that verify authenticity of employment evaluation
Purpose of Providing Personal Information	<ul style="list-style-type: none"> ▪ Agencies that verifying certificates : To verify authenticity of certificates, license, language test results, etc. ▪ Agencies that confirming sensitive information and information related to hiring process : To validate criminal records related to sex crime and child abuse. ▪ To verify the authenticity of employment evaluation
Items to be Included for Provision	<ul style="list-style-type: none"> ▪ Agencies that verifying certificate : Information necessary to confirm authenticity of certificates such as personal identification information ▪ Agencies that confirming sensitive information and information related to hiring process : Information necessary to validate criminal records related to sex crime and child abuse. ▪ Other information required for verifying authenticity of employment evaluation
Period of Collection and Usage of Personal Information	<p>Personal(credit) information listed above will be retained or used from the date of agreement on the collection and use until the day of meeting the objective. However, if the applicant refuses to sign the employment contract, the information shall be kept and used only to the extent necessary for handling civil affairs and conflict, and implementation of legal duty and obligations.</p>
Right to refuse the Consent and Disadvantages in Case of Refusal	<p>Consent to the provision of personal(credit) information stated above is compulsory for the hiring process and the future employment contract. The process will not proceed without the consent of the applicant.</p> <p>The applicant has a right to refuse the provision of personal information to a third party, but the rejection may be considered as putting false information on the application form.</p>

Question of Assent	<p>I agree to authorize Pyeongtaek International Exchange Foundation to provide my personal(identification, sensitive) information to a third party as stated above, and that a copy of the consent form signed and sealed by the Foundation is equally effective as the original copy when verifying the authenticity of the provided information.</p> <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>
Consent to Providing Unique Identification Information	<p>I agree to authorize Pyeongtaek International Exchange Foundation to provide my unique identification information to a third party for the purposes stated above.</p> <p>Unique identification information: Resident registration number, drivers license number, alien registration number, passport number</p> <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>
Consent to Providing Sensitive Information	<p>I agree to authorize Pyeongtaek International Exchange Foundation to provide my sensitive information to a third party for the purposes stated above.</p> <ul style="list-style-type: none"> ▪ Sensitive information: Disability status and history, health-related information, background-check information, criminal records related to sex crime and child abuse, health-related information, military records <p style="text-align: right;">(Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)</p>

I fully understand the contents of this consent form and have been informed in detail about the provision • use of personal information.

Date: 20 . . .

Name:

(Signature or Seal)

M/S Pyeongtaek Internation Exchange Foundation

※ The personal information provided by the applicant shall not be used for any other purposes other than those agreed upon. If the applicant refuses use of the personal information provided, the applicant may request perusal, correction, or deletion.