



International Language Programs

Professional Teacher Application Packet

International Language Programs • 363 N. University Ave. #104 • Provo UT 84601
Phone (801) 374-8854 • Toll Free 1-800-349-1846 • Fax (801) 374-8913
taiwan@ilp.org • www.ilp.org/taiwan

Application Checklist

Each section must be completed and received by the ILP office before you will be considered for a position with ILP. You will be notified of your status one week from the Friday after ILP receives all sections of your application. Your name must be on the top of each section.

Applicant Information

Resume

Personal Essay

References

Character Reference Form

Academic Reference Form

Employment Reference Form

Schedule Interview Date _____ Time _____

Before completing your application, you may want to call the ILP office and talk to the Professional Program Representative who will give you details about the teaching methodology, taxes and insurance, pre-departure expenses, training sessions and the application process. It's also a good way to get your questions answered by someone who's been!

Pre-qualification Process

- ❑ **Submit application parts**
 - **Applicant Information**
 - **Resume**
 - **Personal Essay**
 - **Character Reference Form**
 - **Academic Reference Form**
 - **Employment Reference Form**
- ❑ **Complete an interview**

Each Friday complete applications are collected for review. Applicants receive notification of their status through email by the following Friday.

Certification Process

- ❑ **An email will be sent to you with the dates for training seminars.**
- ❑ **RSVP to let us know that you will attend training**
- ❑ **Receive Training Packets in the mail**
- ❑ **Read through Training Packets**
- ❑ **Attend full series of training (3 full days)**
- ❑ **Receive ILP certificate of qualification**
- ❑ **Receive further training from Head Teacher upon arrival in country and participate in in-service workshops during the semester.**

Document Process

- ❑ **Schedule document overview**
- ❑ **Submit all documents**
 - ILP Documents:**
 - **ILP Information Statement**
 - **ILP Teacher Licensing Agreement**
 - **ID photo**
 - Employment Documents:**
 - **Signed School Contract**
 - **Copy of Diploma**
 - **Flight Verification Form**
 - **Copy of Passport**
 - **Medical History**
 - **Video**
 - **Teacher Preference Survey**
- ❑ **Apply for visa**

Documents, frequently asked questions, and further information can be found at our web site:
www.ilp.org/taiwan

Applicant Information

*These items are required.

*Legal Name _____ *Maiden Name _____
Last First Middle

Preferred Name _____ *Birth Date ___/___/___ Birthplace _____

*Citizenship USA \ Other _____ SS# _____

Please circle: Single / Married Male / Female Native Language _____

*Current Address _____ *Current Phone (____) _____
Street Address

_____ Cell Phone (____) _____
City State Zip Code

*ILP can contact me at this address until _____

*Permanent Address _____ *Permanent Phone (____) _____
Street Address

_____ Fax # (____) _____
City State Zip Code

*E-mail Address _____ Other E-mail Address _____

All notifications and correspondence from ILP will be sent to the first e-mail address unless you request in writing another from of notification.

***Emergency Contacts (please include names, addresses, phone numbers, and email addresses for two emergency contacts)**

Name _____
 Address _____
 Address _____
 Phone _____
 Email _____

***Degrees/Certifications Received: (Circle all that apply)**

Associates Bachelors Masters Teaching Certificate TESOL Other _____

*Name of College / University _____ *Date of Graduation ___/___/___

GPA _____ Academic major(s) _____ Minor(s) _____

Foreign countries traveled to in the last 10 years, dates and purpose of stay:

| Country | Dates | Purpose |
|---------|-------|---------|
| | | |
| | | |
| | | |

Passport # _____ Expiration Date ___/___/___ Place of Issue _____
mm dd yy

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Professional Teacher—ILP Certification Program

Applicant Name _____

Term: January/July 20____

Applicant Information—continued

Please list any and all experience in working with children and teaching (any subject or age level).

| Description / Responsibilities | Duration | Age Level(s) |
|--------------------------------|----------|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Which age group would you prefer to work with? (Circle all that you would be willing to work with).
Not all schools have all age groups.

4-6 years 7-9 years 10+ years no preference

- *Have you ever been diagnosed with, taken prescription medication for, or received therapy or counseling for a mental, emotional, or psychological condition? **Yes / No**
- *Do you have a medical condition? **Yes / No**

If you answered yes to either of these questions, please submit the supplementary Medical Recommendation form found on the Accepted Applicants section of our web site: www.ilp.org/taiwan.

- Do you have a learning disability of any kind? **Yes / No** If yes, please briefly describe your condition

- *Are you currently on probation, parole, or under restriction with any court, or have you ever been convicted of a crime (other than a traffic violation)? **Yes / No** If yes, please attach an explanation.
- *Have you ever been accused, tried, or convicted of child abuse or any illegal activity involving a minor? **Yes / No** If yes, please attach an explanation.

★Please attach a resume detailing your educational and professional background for the past five years, regardless of the duration of each experience. Resume should also include a contact name and phone number for each place of employment.

Information Release: I understand that the information provided herein will be sent to ILP-licensed schools in Taiwan for employment purposes.

Applicant Signature

Date

Personal Essay

Please type and attach your essay to this form. Essay should not exceed one single-spaced page and should address the following:

- **Describe how your family, academic, and work background has prepared you to teach children.**
- **Describe any experiences you've had working with children and/or non-native English speakers.**
- **Explain why you are interested in participating in the program and what you feel you can contribute to the school that employs you.**

Character Reference Form

To the applicant:

This is a confidential letter of reference to ILP. To provide a common perspective, ILP prefers that an ecclesiastical leader complete this reference form (i.e. Pastor, Bishop, Priest, Minister, etc.)

If you are not part of a religious congregation, this reference form should be completed by a respected leader in your community who leads, supervises, or has authority over young adults, and who knows you well enough to address your character.

Family members may not complete reference forms. Reference forms submitted by the applicant will not be accepted.

Submitting this reference form constitutes agreement to waive your right to see it after completion.

To the person completing the Character Reference Form:

- If you do not know the applicant well, please conduct an interview before completing the recommendation.
- Please be aware that the applicant will not be considered for a position until your reference form is received by ILP. Forms may be faxed or mailed to ILP (see contact information below).
- If you would like to contact us regarding this applicant or your reference, please call and speak with a director.

Reference Information

Name _____ Phone _____

Address _____

Organization _____ Position _____

How long have you known the applicant? _____

1. Compared to other people with whom you have worked in a similar capacity, how would you rate the applicant in the following areas:

Demonstrates leadership skills

Comments:

| bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|---------------|------------|------------|------------|-----------|---------------------------|
| | | | | | |

Initiates meaningful ways to contribute

Comments:

Continued on next page

| bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|---------------|------------|------------|------------|-----------|---------------------------|
| | | | | | |

Character Reference Form—continued

Maturity (How well does the applicant handle problems, contribute to conflict resolution, respond to constructive criticism, implement feedback, etc.)

| bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|---------------|------------|------------|------------|-----------|---------------------------|
| | | | | | |

Comments:

Follows rules and instructions and helps others to do the same

| bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|---------------|------------|------------|------------|-----------|---------------------------|
| | | | | | |

Comments:

Dependability and integrity

| bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|---------------|------------|------------|------------|-----------|---------------------------|
| | | | | | |

Comments:

2. **International Language Programs offers an experience that requires maximum individual initiative and good judgement. Teachers will be working with and living near the children they teach, so we want to ensure that applicants conduct themselves with honesty and moral integrity.**

Considering these factors, please comment on whether the applicant is a good fit for our program.

3. **Do you have any concerns about the emotional, spiritual, or physical health of the applicant? If yes, please comment.**
4. **Are you aware of anything in this person’s history that would lead you to hesitate recommending them to work directly with children?**

Academic Reference Form

To the applicant:

This is a confidential letter of reference to ILP. The academic reference form should be given to a professor who has taught you in the last two years. Family members may not complete reference forms. Reference forms submitted by the applicant will not be accepted.

Submitting this reference form constitutes agreement to waive your right to see it after completion.

To the person completing the Academic Reference Form:

- Please be aware that the applicant will not be considered for a position until your reference form is received by ILP. Forms may be faxed or mailed to ILP (see contact information below).
- If you would like to contact us regarding this applicant or your reference, please call and speak with a director.

Reference Information

Name _____ Address _____
 Phone _____ School/University _____
 Class _____ Grade Received _____

How long have you known the applicant? _____

Please rate and comment on the applicant’s performance in the following areas:

| | Never | | | | | Always |
|---|-------|---|---|---|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | No basis for judgement |
| Turns in assignments on time and meets deadlines | | | | | | |
| Comments: | | | | | | |

| | Never | | | | | Always |
|--------------------------------|-------|---|---|---|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | No basis for judgement |
| Comes to class prepared | | | | | | |
| Comments: | | | | | | |

| | Never | | | | | Always |
|-------------------------------|-------|---|---|---|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | No basis for judgement |
| Works well with others | | | | | | |
| Comments: | | | | | | |

Continued on next page

Academic Reference Form—continued

| | Never | | | Always | | No basis for judgement |
|--------------------------------------|-------|---|---|--------|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Seeks help appropriately when needed | | | | | | |
| Comments: | | | | | | |

| | Never | | | Always | | No basis for judgement |
|--|-------|---|---|--------|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| When expresses concerns or complaints about the class, does so appropriately | | | | | | |
| Comments: | | | | | | |

Compared to other students with whom you have worked in a similar capacity, how would you rate the applicant in the following areas:

| | bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|-----------|----------------------|---------|---------|---------|--------|------------------------|
| | Submits quality work | | | | | |
| Comments: | | | | | | |

| | bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|-----------|---|---------|---------|---------|--------|------------------------|
| | Demonstrates motivation and self-discipline | | | | | |
| Comments: | | | | | | |

| | bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|-----------|------------------------------------|---------|---------|---------|--------|------------------------|
| | Works independently and creatively | | | | | |
| Comments: | | | | | | |

Can you recommend the applicant without any reservations? If no, please comment.

Employment Reference Form

To the applicant:

This is a confidential letter of reference to ILP. The employment reference form should be given to an employer that you have worked for in the last two years. Family members may not complete reference forms. Reference forms submitted by the applicant will not be accepted.

Submitting this reference form constitutes agreement to waive your right to see it after completion.

To the person completing the Employment Reference Form:

- Please be aware that the applicant will not be considered for a position until your reference form is received by ILP. Forms may be faxed or mailed to ILP (see contact information below).
- If you would like to contact us regarding this applicant or your reference, please call and speak with a director.

Reference Information

Name _____ Business _____

Address _____ Phone _____

Relationship to Applicant _____ Applicant's position _____

How long have you known the applicant? _____

1. Please rate and comment on the applicant's performance in the following areas:

| | Never | | | Always | | No basis for judgement |
|---|-------|---|---|--------|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Completes tasks fully and consistently | | | | | | |
| Comments: | | | | | | |

| | Never | | | Always | | No basis for judgement |
|--|-------|---|---|--------|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Expresses concerns and complaints appropriately | | | | | | |
| Comments: | | | | | | |

Continued on next page

Employment Reference Form—continued

| | Never | | | Always | | No basis for judgement |
|--------------------------------------|-------|---|---|--------|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Exceeds explicit expectations | | | | | | |
| Comments: | | | | | | |

| | Never | | | Always | | No basis for judgement |
|--|-------|---|---|--------|---|------------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Works well with coworkers and supervisors | | | | | | |
| Comments: | | | | | | |

2. Compared to other employees with whom you have worked in a similar capacity, how would you rate the applicant in the following areas:

| | bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|------------------|---|---------|---------|---------|--------|------------------------|
| | Receives feedback well and implements it appropriately | | | | | |
| Comments: | | | | | | |

| | bottom 50% | top 50% | top 25% | top 10% | top 5% | No basis for judgement |
|------------------|--|---------|---------|---------|--------|------------------------|
| | Demonstrates motivation and self-discipline | | | | | |
| Comments: | | | | | | |

Please comment on applicant's overall work ethic.