



### 2016-2017 Application Check List

Application Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Application deadline is **May 31, 2016**. A complete application packet includes the following in this order:

- 1) Application Check List
- 2) Complete Application Form
  - Personal Information
  - Education
  - Employment History
  - References
  - Essay: Statement of Purpose
  - Agreement
- 3) Three Letters of Recommendations
- 4) Academic Transcripts (only required if you graduated within the past two [2] years)
- 5) Health Certificate (Form B)
- 6) Current Resume
- 7) Copy of most recent college diploma
- 8) Copy of Arkansas Educator License
- 9) Copy of Passport

#### **NOTE**

- Teaching in Taiwan Program application acceptance notices will be sent to candidates at the end of June 2015. **Receiving an acceptance notice for the Teaching in Taiwan program does NOT automatically qualify the candidate for a Work Permit or a Resident Visa issued by the government of the Republic of China (Taiwan).**
- Candidates who fail to obtain a Work Permit and Resident Visa before the designated arrival date in Taiwan posted by the Ministry of Education of Taiwan could be disqualified from the Teaching in Taiwan program.
- For the Work Permit application, please visit the Ministry of Labor of the Republic of China (Taiwan) website:  
<http://english.mol.gov.tw>
- For the Resident Visa application, please visit the Bureau of Consular Affairs of the Ministry of Foreign Affairs of the Republic of China (Taiwan) website:  
<http://www.boca.gov.tw/np.asp?ctNode=776&mp=2>
- For questions regarding the Teaching in Taiwan, Work Permit, and Resident Visa applications, please contact:

Ms. Sophie Chou, Director of Education Division, hychou@houstoncul.org

or

Ms. Isabelle Chen, Program Coordinator, Houston@moetw.org, (713) 871-0851



**2016-2017 Application Form**

*This application must be completed in ink to be considered for selection review.*

**I. PERSONAL INFORMATION**

Name \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_  
(City/State/Country)

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Alternate Phone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Native Language \_\_\_\_\_ Social Security Number \_\_\_\_\_

Have you ever been convicted of a: Felony? \_\_\_\_\_ Misdemeanor? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**II. EDUCATION**

Diploma / Degree Completed	Month/Year Completed	Institute	Field(s) of Study / Subject Area(s)
Ph.D.			
Masters			
Bachelors			
Teaching credential			
Other (e.g. military, vocational, technical):			



III. EMPLOYMENT HISTORY

In addition to your current resume, please list your work experience in chronological order starting with your most recent position.

Employer

Dates of Employment: From (mm/yyyy) To (mm/yyyy)

Address City State

Supervisor name Phone ( )

Job Title Reason for leaving

Description of Duties

May we contact this employer? Yes No

Employer

Dates of Employment: From (mm/yyyy) To (mm/yyyy)

Address City State

Supervisor name Phone ( )

Job Title Reason for leaving

Description of Duties

May we contact this employer? Yes No

Employer

Dates of Employment: From (mm/yyyy) To (mm/yyyy)

Address City State

Supervisor name Phone ( )

Job Title Reason for leaving

Description of Duties

May we contact this employer? Yes No



ADDITIONAL QUALIFICATIONS AND SKILLS

IV. REFERENCES

This section must be filled out in conjunction with three enclosed letters of recommendation. References must be the same individuals who provide your letters of recommendation.

Reference 1

Name
Occupation Relationship to Applicant Years Known
Address City State Zip
E-mail Address Phone ( )

Reference 2

Name
Occupation Relationship to Applicant Years Known
Address City State Zip
E-mail Address Phone ( )

Reference 3

Name
Occupation Relationship to Applicant Years Known
Address City State Zip
E-mail Address Phone ( )

V. ESSAY: STATEMENT OF PURPOSE

Enclose a one-two page essay providing a clear and detailed description of the reasons you wish to participate in the Teaching in Taiwan program. Include the objectives you wish to accomplish during your time in Taiwan and how you hope to use that experience upon your return to the United States.



## VI. AGREEMENT

*I attest that the information I provided in this application is true and accurate. I understand and agree that submitting this application form does not automatically ensure the acceptance of a teaching position in the Teaching in Taiwan program and does not in any way obligate the government of the Republic of China (Taiwan) to hire me or to offer me a job. I agree that the government of the Republic of China (Taiwan) has my permission to check and use my personal information concerning the Teaching in Taiwan application, the Work Permit application, and the Resident Visa application, and any other related information that I have provided.*

**Applicant Signature**

**Date**

*A complete application packet must be mailed or delivered to the following address by May 31, 2016:*

Ms. Sophie Chou  
Director of Education Division  
Taipei Economic and Cultural Office in Houston  
11 Greenway Plaza, Suite 2012  
Houston TX 77046  
hychou@houstoncul.org  
(713) 871-0851