

# TELC Application Form

## I. Applicant's Information (Please print)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender (M/F) \_\_\_\_ Cell Phone \_\_\_\_\_

Primary Phone \_\_\_\_\_ Email \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

Temporary Mailing Address \_\_\_\_\_

**Emergency Contact:** Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

## II. Higher Education (Please attach copies of diplomas and transcripts with a recommendation letter from a faculty member)

Degree/Diploma Title (Including Major)	Institution Name	Length of Study	Year of Graduation

## III. Employment History (Please attach an employer's reference letter)

Dates	Employer	Position	Responsibility <small>(Please include number of hours per week on the job)</small>

## IV. Certificates, Awards, Honors, and Scholarships (Please include TESOL/TEFL Certificates)

Dates	Issuing Body	Certificates/Awards/Honors/Scholarships

## V. Personal Statement (Please attach a two-page typed essay on letter sized paper)

For screening purpose, please include the following in your personal statement:

- Introduction of yourself, your personality, your background, and your family;
- Your experience related to international programs and your language skills;
- Any classroom experience and your teaching style;
- Your ability to adjust in different cultures (with some examples);
- Your interests in China and in teaching students in Chinese schools;
- Your understanding of American and Chinese cultures;
- Your goal of participating in the TELC program and your future career plan.

**VI. Physician's Letter** (It should include any physical or mental conditions of the applicant and whether the applicant is suited to live and work overseas. This information may be used to decide on your placement.)

**VII. Do you have a criminal record? If yes, please explain.**

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**VIII. Copy of your passport photo page**

**IX. Application Fee - \$75** (Money order or personal check payable to SEF International, Memo: TELC)

**X. Terms and Conditions**

1. By signing the Application Form, it demonstrates your understanding that you are entering into a contractual agreement with Shanghai Pacican Academy and you agree to be bound by the terms and conditions under SPA contract and that SEF International and IEA are the recruiters in the TELC program. They are only responsible for screening and pre-selecting teachers, and for providing pre-departure orientation. SEFI and IEA assure no obligations or liabilities for TELC teachers once they are in China.
2. Shanghai Pacican Academy retains the right to refuse any application it deems unacceptable for any reason.
3. The participant is responsible for considering their health prior to the program and warrants that they are fit and able to participate.

**VIII. Certification**

I certify that I have read all of the information appearing on the Application Form and Terms and Conditions, and that I accept the terms and conditions stated therein. I declare that all information and statements given in my application are true and complete.

Signature \_\_\_\_\_ Printed name \_\_\_\_\_

**Signature is required.**

Date \_\_\_\_\_