**The principal of**

**Korean international school Ho Chi Minh City**

Application for registration in the supplementary teacher manpower pool in KIS (Kindergarten, elementary school.).

|  |  |  |
| --- | --- | --- |
| **Application field** | **□ Elementary instructor** | **□ Vietnamese instructor** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | (Korean) (Chinese)(English) | **Birth date** | ( years old) | Photothat takenwithin thelast 3 months.(3×4cm) |
| **Address** |   |
| **Phone number** | (Home)(Office) | **Mobile** |   |
| **e-mail** |   |
| **(Current)****Office** |   | **Establish-ment** | National( ) Public( ) Private( ) |
| **level of education** | **Period** | **School** | **Double major** |
| ∼ | high school | (O,X) |
| ∼ | university major | **Double major** |
| ∼ | graduate school major(graduation/completion) | major |
|   |
| **Teacher's license** | **Qualification** | **Licence number** | **Issue institution** | **Issue date** |
|   |   |   |   |
|   |   |   |   |
| **Teaching experience** | **School** | **Period** | **School** | **Period** |
|   | . . . ∼ . . . ( years) |   | . . . ∼ . . . ( years) |
|   | . . . ∼ . . . ( years) |   | . . . ∼ . . . ( years) |
|   | . . . ∼ . . . ( years) | Total experience | ( )years ( )months |
| **Head teacher (over the past 5 years)** |   | . . . ∼ . . . ( years) |   | . . . ∼ . . . ( years) |
|   | . . . ∼ . . . ( years) | Total experience | ( )years ( )months |
| **Homeroom teacher****(over the past 5 years)** |   | . . . ∼ . . . ( years) |   | . . . ∼ . . . ( years) |
|   | . . . ∼ . . . ( years) | Total experience | ( )years ( )months |
| **Family** | **Name** | **Age** | **Relationship** | **accompany(O/X)** | **Occupation(specifically)** | **Child’s (elementary, middle, or high) school and grade** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

<The back>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training and research experience** | **Sortation** | **Title** | **Period(Time)** | **Institution** | **Grade** | **Note** |
| **Job training** |   |   |   |   | **Required entry** |
|   |   |   |   |
| **Qualification training****(Up to 5)** |   |   |   |   | **※ Write down the results of the past 3 years**  **※ Check the proof with the personnel record card** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **Research competitions** |   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **Foreign language skills** | **Types of competency tests** | **Grade(score)** | **Institution** | **Date** | **Note** |
|   |   |   |   |   |
|   |   |   |   |   |
| **Specialty** | **In areas where you can teach other than your major** |  |
|   |   |
| **\* Experience at overseas educational institutions** | **Work place** | **Period** | **Subject** | **Hours per week** | **Note** |
|   |   |   |   |   |
| **The subject and grade(current school)** |   |
| **In the case of married couple teachers** | **Spouse’s school** |   | **Accompany** | O / X |
| **\* Disciplinary action****(The contents of the personnel record card must be entered)** | **Types** | **Period** | **Reason** | **Institution** |
|   |   |   |   |
| **Contact information for your school** | **Position** | **Name** | **Contact number** |
| **Office** | **Mobile** |
| **Current school** | **Principal** |   |   |   |
| **Vice principal** |   |   |   |
| **Chief teacher** |   |   |   |
| **The school you belonged to right before** | **Principal** |   |   |   |
| **Vice principal** |   |   |   |
| **Chief teacher** |   |   |   |

2022. . .

Writer (Signature or stamp)

**To the principal of KIS**

【Form 2】

|  |
| --- |
| 2022 KIS Teachers registered in the supplementary manpower poolPersonal information protection collection consent form. |

KIS provides the following information to protect the personal information in collecting personal information from the data subject in accordance with relevant laws such as the Personal Information Protection Act. Please check the contents and indicate whether you agree and submit it.

**1. Items of personal information to be collected**

○ Items : Name, date of birth, current address, address of resident registration, photo, phone number, mobile phone number, e-mail, award, family, educational background, etc.

○ How to collect : Applications, self-introduction, etc.

**2. Purpose of collecting and using personal information**

○ Information on recruitment, such as documents and interview screening data, notification of interview candidates and successful candidates, etc.

**3. Personal information retention and retention period**

○ Items : Submitted data and documentary evidence.

○ Preservation period and basis : Policy for preservation of application documents (in accordance with the internal regulations of this school)

**4. Procedures and methods for destroying personal information**

○ Destruction procedure: The collected personal information is destroyed after the end of the preservation period in accordance with internal regulations and related laws and regulations.

○ Destruction method: Personal information stored in the form of an electronic file is deleted using a technical method that cannot reproduce records, and documents (paper documents) are crushed so that personal information cannot be identified.

**5. Information on consignment of personal information processing**

○ KIS does not entrust personal information processing to others without the user's consent.

**- Are you well-acquainted with the above and agree to provide personal information? □ Yes □ No**

**- Do you agree to provide unique identification information such as resident registration number? □ Yes □ No**

**※ Personal information of person who consent personal information protection collection.**

|  |  |  |  |
| --- | --- | --- | --- |
| **▪Name :** | **(signature)** | **▪Birth date :** |   |

**To the principal of KIS**