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## Notice for recruitment of Full-Time Native English Instructor at KAFNA in 2019

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The Korea Armed Forces Nursing Academy(KAFNA) is a 4-year college that trains nursing officer candidates of the ROK, located in Daejeon, South Korea. We are seeking a dedicated, passionate full-time Native English instructor.

\* Dec 3rd Revised Notice(Nov 16th original notice)

**1. Recruitment position :** A Full-time Native English Instructor(1 person)

**2. Qualifications :** English native speaker with a 4 year university degree in English speaking country(B.A, B.S. or higher). At least 2 years of teaching experience. TESOL/TEFL Certificate preferred. Currently Korean residents are preferred.

### 3. Working Conditions

A. Contract Period : Feb, 2019 ~ Feb, 2020 (Renewable upon decision of the school)

B. Working Hours : Mon to Fri, 08:30 ~ 17:30 (Teaching Hours : 16 ~ 18 hours per week)

※ Work days, working hours and holiday days can be adjusted before signing the contract.

C. Duty : Teaching English conversation course (freshman, sophomore)

D. Salary : 2.3 million won per month(before tax)

(health & employment insurance and national pension partially paid by employer.)

### 4. Employment procedures and schedule

A. Document screening : Based on the submission documents, the suitability of the candidate's academic background, experience, and qualifications are reviewed and selected within three times.

B. Interview : Comprehensive assessment of qualification and character of applicants who have passed the document screening process, including reason for application, points of view on education, attitude, etc..

C. Recruitment schedule

Phase	Date	Detail
Recruitment Announcement	Nov 16th, 2018 ※ correction notice : Dec 3rd, 2018	- ROK Ministry of Defense website(www.mnd.go.kr) - Government jobs website(www.gojobs.go.kr)
Application	<b>Closing date: Dec 14th, 2018</b>	- Extension of application period by modification of notice(deadline : Dec 7th → Dec 14th)
Document screening	Dec 10th - 14th, 2018	
Interview	Dec 28th, 2018	
Final announcement	Jan 4th, 2019	- Individual notification

※ Applicants who pass the document screening will be individually notified with the interview date and location.

※ The above schedule can be shortened or extended depending on the number of applicants and circumstances of the KAFNA.

## 5. How to Apply

A. Closing date of Document application : **Dec 14th, 2018**

B. How to apply

- Submit the documents for application by mail or E-mail
- Postal applications are valid only for post office signed documents on the deadline.

C. Register : Office of Academic Affairs, Korea Armed Forces Nursing Academy

P.O. Box 78-502, 90 Jaun-ro, Yuseong-gu, Daejeon, Reublic of Korea

Postal code : 34059

E-mail address : [afna4523@mnd.go.kr](mailto:afna4523@mnd.go.kr)

D. Required documents.

- 1) Resume with your photo(enter contactable email and phone number)
- 2) Cover letter
- 3) Copy of passport
- 4) Copy of alien registration card or copy of certificate of fact on alien registration
- 5) Copy of transcripts
- 6) Copy of degree(final Education)
- 7) Certificate of carrier
- 8) Teaching certificate(TESOL or TEFL preferred)
- 9) Criminal record certificate(only documents within 6 months of the date of issue are valid)
  - The criminal record certificate must be confirmed by the consul of Apostille or Own country Embassy in Korea.
- 10) Consent to collection and use of personal information(page 3)
- 11) Etc : Recommendation, Class evaluation result(If possible)

## 6. Attention

- A. We will not return any submitted documents and applicant is solely responsible for any disadvantages caused by non-submission.
- B. The final successful candidate will must submit a medical certificate(including drugs testing) conducted within one month aof the appointment date.
- C. Cancellation of employment if the contents of submission are found to be false.
- D. For additional information, please contact Captain Hanareum Park via phone call(☎ 82-42-878-4523) or E-mail([afna4523@mnd.go.kr](mailto:afna4523@mnd.go.kr)).

**The Academic Affairs Office**  
**Korea Armed Forces Nursing Academy**

## Consent to Collection and use of personal Information

Name	
Passport number	
Foreign registration number (If applicable)	※ Enter resident registration number for Koreans
Address	
Contact	Phone(Home) :                      (Mobile) : E-mail :

- I understand the following precautions, such as the purpose of personal information collection and management method, for recruiting native English Instructor at the Korea Armed Forces Nursing Academy.

Precaution
<ul style="list-style-type: none"> <li>• The collected personal information and this consent is used only for screening for the recruitment or native English instructors. and the collected personal information is managed and discarded in accordance with the 'Public Records Management Act' and the personal information items collected are as follows.                             <ul style="list-style-type: none"> <li>* personal information : Contact number, address listed on the resume, information on academic/career, certificate for teaching English, criminal record</li> <li>* Identification information : Passport and Foreign registration number</li> </ul> </li> <li>• You may refuse to agree to provide information based on your free will. In this case, however, the review may be limited for recruiting instructor.</li> </ul>

- For this reason, I agree to collect and use my personal information as reported by the 'Personal Information Protection Act' in accordance with the 'Regulations for the Collection, Utilization and Processing of Sensitive Information' in the Korea Armed Forces Nursing Academy.

- Consent for personal and identification information collection and utilization  
: I agree ☐                      I don't agree ☐

- I acknowledge that a copy of the consent form that I signed can be used in the same way as the original for hiring native English instructor of this school is valid until the end of the screening process.

Month/Date/Year\_\_\_\_\_

Name\_\_\_\_\_ (signature)\_\_\_\_\_