**Application Form**

**∙ Position Information**

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| **2016 Korea Tourism Organization Recruitment** |
| [Section] Select one of the following two positions (Multiple selection not allowed)  Full-time > Translator/Editor (English/Online Marketing)  Full-time > Translator/Editor (English/Publication) |
| [Employment Status] Indefinite Duration Employment Contracts  *\*After probation period of three months* |

**∙ Applicant’s General Information**

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|  | Name | [Last] [Given] |
| Date of Birth (yyddmm format) |  |
| Current Address |  |
| Alien Registration Number |  |
| Mobile Number |  |
| E-mail | |  |
| Foreigner Status | | Applies [Nationality] [Visa Status] |

**∙ Educational Background**

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| **Level** | **School Name** | **Major** | **Period** | **Location** | **Status (enrolled/temporary withdraw/**  **graduated/soon to graduate** |
| **High School** |  |  |  |  |  |
| **University** |  |  |  |  |  |
| **Graduate School** |  |  |  |  |  |

**∙ Job Related Training (Provide details on subject, completion date, validity, etc.)**

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**∙ Job Related Qualifications (Type, registration number, publishing company, date of acquisition)**

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**∙ Previous Work Experience (Organization, period, role, regular/temporary worker status)**

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**∙ Position Related Activities (Organization, involvement, period)**

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**∙ Self Introduction**

1. **Basic Introduction (personality, strengths & weaknesses, reason for applying, career plans)**

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1. **Work Experience and Skills**

* Provide specific details to the work experiences/volunteer activities previously mentioned in the application form
* Provide information on one’s involvement, role and achievements as pertains to the aforementioned activities.

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1. **[Communication Skills] Share a specific incident in which the applicant was able to successfully explain oneself clearly or understand another.**

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1. **[Cooperation Skills] Share an experience in which the applicant worked with two or more members, and give details on the applicant’s role and participation.**

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1. **[Morality] Explain in one’s own words what it means to be an ethical member of society, how one can maintain moral standards, and in what situation the applicant found it most difficult to keep those standards.**

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| **<Application Notices>**  ○ Applicant must provide documentary evidence to confirm the credibility of the information given in the application. Unsupported information will not be considered.  ○ Providing false information, forged documents, or cheating on the examination will result in immediate disqualification. Those who have been offered the position will have their contract revoked. Applicant will be banned from applying to the organization for five years after the event.  ○ Applicant will take responsibility for any disadvantage incurred from incorrect information and/or missing documents.  ○ In the case of no qualified candidates being found in the admission process, it is possible for no applicants to be selected.  ○ Acceptance can be rescinded in the case of applicant failing the medical examination and background check (Certificate of Criminal Record Check included).  ○ Applying for work must be allowed on current visa status.  ○ The details of aforementioned recruitment may change based on circumstances of the company; see the official recruitment website (https://kto.incruit.com) for further notices.  **<Required Documents>**   1. **(All applicants) One copy of Alien Registration Card.** 2. **(Valid applicants) One copy of graduate diploma, proof of employment certificate, and qualification certificate each.** |