

TEACH ABROAD 2019 APPLICATION PREVIEW

This document is a preview of the application, available at:

<https://docs.google.com/forms/d/e/1FAIpQLScnActsDtYl7Fx5OjdT4QJezlUDWZhaYt3ge0eZzBTtZb0ipw/viewform>. *This preview document is not intended to replace the online application form.*

*Please review the document carefully before beginning your application online as your progress cannot be saved once the form is opened. **You may wish to prepare the employment history, teaching experience, and essay portions in advance.** It is highly recommended you type all essay responses in a word document prior to beginning the application.*

Should you have trouble accessing the form online, please visit <http://www.phoenixpubliclibrary.org/> for a list of public libraries with public computers.

SECTION 1

Phoenix Sister Cities, in cooperation with our Sister City in Himeji, Japan, annually seeks applicants for Assistant Language Teachers who fulfill 1-2 year contracts with the Himeji Board of Education from September to August each school year.

ELIGIBILITY

Program eligibility requires U.S citizenship and permanent residency within the Greater Phoenix metropolitan area. Applicants attending college elsewhere are eligible to apply if their permanent residence is within the Greater Phoenix metropolitan area.

EDUCATION REQUIREMENTS

Adults with an accredited four-year degree are invited to apply to travel to Himeji, Japan. A sense of adventure is required, but familiarity with the Japanese language is not!

MANDATORY PRE-DEPARTURE TRAINING

Program participants are required to undergo a series of in-person pre-departure trainings focused on document preparation, assimilating to life in Japan, work duties, and more.

Please visit the 2019 Teach Abroad Calendar for details:

<https://www.phoenixsistercities.org/wp-content/uploads/2018/08/Proposed-2019-Teach-Abroad-Calendar.pdf>

DEADLINE

The application deadline is in early February each year for the following school session starting in August. This program caters to individuals with or without teaching experience who enjoy a structured school environment.

APPLICATION FEE

\$25 Non-refundable application fee required at the time of submission

Make checks payable to Phoenix Sister Cities. Mail check to:

Phoenix Sister Cities

ATTN: Teach Abroad

200 W. Washington St. 19th Floor,

Phoenix, AZ 85003

Or make payment through phone (602) 534-3751. All payments must be received (not postmarked) prior to the application deadline.

SECTION 2

PERSONAL INFORMATION

- First Name
- Last Name
- Email
- Phone Number
- Current Mailing Address
- City
- State
- Zip Code
- Permanent Mailing Address (if different from current mailing address)
- City
- State
- Zip Code
- Gender
- Marital Status
 - Will family dependents be accompanying you abroad if selected?
 - If yes, please list their first and last name, relationship, and age (if under 18)

SECTION 3

CRIMINAL HISTORY

- Have you ever been convicted of a crime other than a minor traffic offense?
 - If yes, please explain and provide information regarding the nature and date of the crime.
 - Attach a copy of the relevant criminal record

SECTION 4

EDUCATION

- What is the highest degree of education you have complete?
- University Attended
 - Address
 - City
 - State
 - Zip Code
- Dates Attended/Anticipated Graduation
- Major
- Degree Earned
- Option to add additional university information

SECTION 5

TEACHING CERTIFICATION

The Himeji Board of Education offers two positions. The Assistant Language Teacher (ALT) position does not require any formal teaching background and will work primarily at the elementary and junior high level. The Assistant Supervisor of English (ASE) position does require a board-certified teaching certification.

Please note: an ESL certificate does not qualify applicants for the ASE position.

- Are you a board-certified teacher?
 - If yes, please provide the state of certification
 - Date issued

SECTION 6

EMPLOYMENT HISTORY

You may highlight up to two positions. Additional job history should be included in your resume.

- Name of employer
 - Address
 - City
 - State
 - Zip Code
- Dates of Employment (mm/yyyy)
- Telephone
- Type of employment

- Part Time
- Full Time
- Seasonal
- Temporary
- Job Title
- Position Description
- Option to add additional employment information

SECTION 7

CLASSROOM TEACHING EXPERIENCE

Please list any classroom teaching experience you may have. Please note, classroom teaching experience is not required for the program.

- Institution
- Dates (mm/yyyy)
- Hours per week
- Subject/Course(s) Taught
- Grade Level
- Option to add additional classroom teaching information

SECTION 8

ADDITIONAL TEACHING/TUTORING EXPERIENCE

Please list any other teaching experience you may have. Please note, teaching experience is not required for the program.

- Institution/Program
- Dates (mm/yyyy)
- Hours per week
- Subject/Course(s) Taught
- Grade Level
- Option to add additional teaching/tutoring information

SECTION 9

SHORT ANSWER

Your answer should not be less than 100 words nor more than 300 words in length.

There is no opportunity to save your responses. It is highly recommended to complete short answer and essay questions in a separate document and copy and paste once ready for submission.

- Please discuss the proposed direction of your current or future profession and its relationship to the Teach Abroad program.
- Describe in detail a situation or occurrence in your life in which you needed to adapt dramatically in order to succeed in an unfamiliar environment. How did you approach this challenge and what were the results? What did you learn about yourself in the process?
- Please list any honors, awards, scholarships, offices held, and/or achievements gained, and the dates received.
- Please note any extracurricular/volunteer activities, interests, and/or hobbies and the corresponding dates.

SECTION 10

LANGUAGE PROFICIENCY

- Evaluate your English language proficiency (advanced, intermediate, elementary)
 - Reading
 - Writing
 - Speaking
 - Listening
- If you are proficient in a language other than English, please list below
- Evaluate your proficiency in the language listed above (advanced, intermediate, elementary)
 - Reading
 - Writing
 - Speaking
 - Listening
- Please list any language courses you have taken. Include the institution, dates, and grade in your response.

SECTION 11

INTERNATIONAL EXPERIENCES

Please detail up to three international experiences that extended for 1 or more months.

- Country
- City
- Dates (mm/yyyy)
- Purpose of Visit
- Option to add additional experiences

SECTION 12

RESUME UPLOAD

SECTION 13

CERTIFICATION

I certify that the above statements concerning myself and my background are true and accurate to the best of my knowledge. Further, if I am selected as an English Language Teacher, I agree to abide by laws and regulations of my host institution and carry out my duties to the best of my ability, as well as not to engage in any activities that may reflect negatively on the City of Phoenix or Phoenix Sister Cities. I understand that during my stay abroad I must not participate in any political activities nor do anything to disturb the public peace.

SECTION 14

NEXT STEPS

Thank you for applying to the 2019 Teach Abroad - Himeji, Japan Program. The Selection Panel will review applications immediately following the February deadline.

You may be curious about the next steps. You will be contacted regarding your status. In the interim, please hold the interview date of

- Round 1 (Week of February 25): Application Review Announcements (evening)
- Round 2 (3/1/2019): Finalist Interviews (30 minute slots from 3:00pm-8:30pm)
- Round 3 (Week of March 4): Program Offers Extended

Additional program FAQs are provided on the website. Please do not hesitate to contact the office should you have any additional questions or concerns.