**GUIDELINES FOR COMPLETING THE SMOE CONTRACT**

**Please note this is a mandatory document for those who wish to be considered for a position with Seoul and should be submitted with the rest of your required documents**

**You should follow the directions below carefully.**

**Page 1**: Print your name and citizenship in the appropriate fields (English section only). Please also ensure to sign your name on the bottom of pages 1 through 12. (Remember to Sign each page)

***Please do not check your salary Level.***

**Page 12**: Please ensure to fill out this section completely: You need to write your signature and date on the first line and write your name in print capitals underneath. Please also ensure to include your address and your passport number in the fields provided.

*Please also sign the bottom corner of the page also*.

**Special note:** Please ensure that when you print the document that all fields are legible and the integrity of the document is not compromised by poor print quality or omitted sections. The contract is in A4 format and must be printed on A4 paper to ensure all parts of the document are included. ***For US and Canadian applicants who only have access to Letter size paper; please ensure that you adjust the print margins to ensure that all parts of the document are visible.***

This completed contract must be included with your document package in order to be considered by the S.M.O.E. (There is no guarantee of placement in Seoul)

Please note that signing this contract does not denote nor should it be considered as a formal offer of employment or acceptance to the program.

Final decisions on candidates applications to the program are made by the Office of Education after applications have been recommended. Formal acceptance of employment will be communicated to applicants a number of weeks after recommendation.

This contract is for visa purposes only and the actual contract signing will take place during the orientation period.