

Application procedure for Vietnam Semester Positions January 2023

Step 1

Please follow this link to lodge your application within 7 days of receipt:

<https://elcvietnam.wufoo.com/forms/fluent-vietnam-application-jan-2023/>

Photo: You will be asked to upload a photo of yourself as part of this online application. Please make sure you have this ready when you start. You are applying for a job - smile and look smart as this is sent to schools as part of the application process. Most of our schools will not accept teachers with brightly-coloured hair (e.g. pink), visible tattoos (that cannot be covered while teaching) or facial piercings. Ask someone else to take the photo – no selfies.

You will get confirmation of receipt of application by email. We will also send you our terms and conditions to read and sign at this stage.

Step 2

The next step will be for you to provide us with scans or clear photos of the following documents as well as a self-introduction video. Please do this as quickly as you can and if you have to wait for a document (e.g. police check) then upload the others and just email us the remaining document as soon as you get it. Your school will require these documents as part of the work permit process. Your school will be able to view them as well as the Department of Labour in Vietnam.

- ☐ Passport biodata page containing photo and passport number. Please do NOT send a scan of a passport that you plan to renew before your trip. Wait and send a scan of the new one in this situation.
- ☐ Degree certificate. If you have not yet graduated you will need to provide a letter from your university confirming you are set to graduate prior to the semester start date and your most recent academic transcript.
- ☐ Your TESOL/TEFL certificate if you have already been awarded this.
- ☐ Police certificate from a relevant authority in your country confirming that you have a clean police record. Do not apply for this until after September 15th 2022. You can provide us with the other documents while you wait for this and email it later to: vietnam@fluenteducation.com
- ☐ Video Introduction. Please record a short video of yourself on your phone - Briefly introduce yourself and talk about your motivation to teach in Vietnam. It should last approx. 60-90 seconds. Be confident, look smart, speak clearly and fluently. This video could be shared with your school in order to support the application process.

You should upload your documents following this link:

<https://elcvietnam.wufoo.com/forms/fluent-vietnam-documents-jan-2023/>

You also need to get the **Teacher Fluent Contract** printed, sign and email a scan of the signed contract to vietnam@fluenteducation.com. The contract will be sent to you together with other supporting documents via email.

Step 3

In some cases, applicants may be asked for an online interview with a Fluent Education advisor.

Step 4

Once a school has offered a position the applicant will be contacted by email by us to confirm acceptance. In some cases, an offer may not be made and we will then inform the applicant that their application was unsuccessful. Don't book a flight, quit a job or give up a lease until you have received a formal letter of offer. You should also not apply for a visa until you've received a visa invitation letter from your school that we will email to you. Your visa is sponsored by your school and is not the same as a regular tourist visa. You will need to book your flight and send us your flight arrival details no later than 4 weeks before departure.

If you have any questions about the application process please contact us:

vietnam@fluenteducation.com