

## PRACTICAL GUIDE

# Before you apply: job terms and who receives your information

Compare duties, hours and pay first. Before sharing a profile, check the receiving employer and the exact information involved. An anonymous job listing is not a reason to accept an unnamed recipient.

## What to prepare

- A short summary of experience relevant to this role
- Your earliest start date, month or negotiable range
- Locations, days and hours you can work
- Two or three unanswered questions about pay or duties

## Steps to check

### 1. Compare like-for-like terms

Full-time or part-time hours, contract duration and employment versus contractor status are separate questions. Do not compare hourly and monthly pay without the working hours. Ask about preparation, counselling and administrative time as well as teaching.

**Check:** Do you know the pay unit, whether it is before tax, and the actual working hours?

### 2. Check the recipient and minimum information

Open an eligible job, review its recipient, purpose, fields and retention period, then sign in and consent to the text and PDF notices separately. Upload one PDF up to 2,000,000 bytes through that job only. Do not include identity numbers, bank details, student names or confidential documents; do not email your CV.

**Check:** Is each piece of information necessary to assess this role?

### 3. Confirm saving and follow up safely

If saving is uncertain, check the same request instead of submitting another application. A question or interview proposal is not a job offer. Re-read job terms when they change.

**Check:** Do you know how to check, reply to or withdraw your application?

## Illustrative example

Synthetic example: “Two years of scheduling and enquiry support; available in October, date negotiable.” Describe relevant experience without naming students or attaching a previous employer’s private material.

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## Limits

A submission receipt is not an employer response or a job offer. Work eligibility, visas and employment status require their own checks. Review the job-specific notice before submitting; this guide is not legal advice.

## Next steps

- Open current job list <https://hagwonga.com/customer/jobs>
- Read this guide in Korean <https://hagwonga.com/guides/application-preparation>
- All guides (Korean) <https://hagwonga.com/guides>

## Official resources

- Ministry of Employment and Labor: employment contracts (Korean) <https://www.moel.go.kr/mainpop2.do>

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