

United Kingdom

Criminal Background Check

Option 1: Obtain a criminal background check, directly from Disclosure Scotland

Timeframe: 2-6 weeks

Cost: £ 25.00

Visit the Disclosure Scotland website for more detailed information:

<http://www.disclosurescotland.co.uk/basicdisclosureonline/index.htm>

Go to the Disclosure Scotland website above and fill out the forms for a Basic disclosure. £25 by credit/debit card only.

You must also provide:

- One of the following: copy of passport, drivers license, or national Insurance number.
- Utility Bill information from home address.
- A document showing your home address(s) for the past 5 years.
- Employer's address : List the GOE (Gyeongsangnamdo Office of Education) or if you are going through a recruiter, just ask them.
- 3 forms of ID that confirm your name, d.o.b, and current address. (Drivers license, passport, bank statement...)

OR

Option 2: Obtain a criminal background check, directly from ACRO.

Timeframe: 2-10 days

Cost: £45.00-£80.00

Visit the ACRO website for more detailed information:

https://www.acro.police.uk/police_certificates.aspx

You can apply online or by post:

Online:

Go to the website above and fill out the application form

Documents you will need to forward:

- Proof of current address: 2 different proofs which show name and address, dated no later than 6 months. (bank statements, utility bills, phone bills, letters from doctor, dentist, school or college if signed and dated)

on an official company paper)

- Passport sized photo
(45mm x 35 mm)
- Copy of passport
- Valid email address
- Address history for the past 10 years.
- Endorser details (Check online for more details)

** Files must be JPEG, GIF, or TIF only.*

Payment:

Standard: £ 45 - 10 working days

Premium: £ 80 - 2 working days

Credit/debit cards only

Post:

Download the application form and follow the instructions outlined therein.

OR

Option 2: Obtain a criminal background check, at a local police station.

Timeframe: 40 days

Cost: £Varies

You can visit a local police station and request a subject access form. The officers there will be able to help you with the process.

Important Notes

**Criminal background checks have an expiration date of 6 months so plan accordingly.*

Apostilling your Criminal Background Check

Timeframe: Varies

Cost: £Varies

For more detailed information, visit the Legalisation website: <https://www.gov.uk/get-document->

[legalised](#)

Once you have received your criminal record check, go to a notary public/lawyer and have it notarized.

Please make sure the notary stamps the copy of your degree and that the stamp include

1. Notary's name and signature
2. Notary's Seal
3. Notary's commission expiration
4. Region where notary was licensed
5. Date the document was notarized
6. Country and region where the document was notarized

Once you have your CBC notarized, send it off to the UK Legalisation office for an apostille certificate

University Degree + Apostille

Timeframe: Varies

Cost: £Varies

For more detailed information, visit the Legalisation website: <https://www.gov.uk/get-document-legalised>

Obtain a copy of your university degree, have it notarized by a notary public or lawyer . (To save time, take both your Criminal Background Check and the copy of your university degree to get both notarized at the same time)

Once degree has been notarized, send it off to the UK Legalisation office for an apostille certificate.

**Note, if you send an original diploma to the GOE, rather than a copy, they will not be returned.*

If you will obtain your university degree at a later date, you must provide an official document proving your intent to graduate, signed by the head of your university.

Note, you must be able to receive your bachelor's degree and have it apostilled at least **one month before the start of your contract.*

Apostille

You must obtain an apostille for your university degree, birth certificate, as well as your criminal

background check.background check.

Damaged apostilles will not be accepted.

Any trace of tampering (removed staple, marks...) of the apostille will deem it null and void.

Apostille's for the CBC and the University degree must be obtained separately (You cannot package them together and get one apostille, you must have two apostilles, one for CBC and one for degree)

Sealed University Transcript

Timeframe: 1 week

Cost: £ Varies

Request a sealed university transcript from your university registrar.

Please send 2 sealed university transcripts just in case there is a problem with one.

Transfers

If you have transferred universities, and have been at your most recent university for LESS than 2 years, than you must provide a sealed transcript from both schools.

Intent to Graduate

If you have not yet graduated, then obtain the most up to date sealed, official transcript and send to the GOE. Then upon graduation, you MUST send in an updated sealed transcript in order to continue with your application.

*If the name of your school on your degree differs from the name of the school on your transcript

OR

If your university has integrated w/another school, thus resulting in a name change,

You must provide a letter explaining the situation.

Letter of Recommendation (2 LOR's)

Timeframe: Varies

Cost: £ Varies

Letters of Recommendation should vouch for your ability to teach English, should be written on official letterhead, must include the recommender's contact information, and must be signed in ink.

- LOR's must be from a teacher/professor or job supervisor .
- The GOE will also accept 1 LOR from a religious elder, priest, rabbi...
- In the case of an LOR from an ESL teaching certificate instructor (TEFL, CELTA... instructor) at least 4 weeks of lessons must have been done in-class.
- LOR's must have an official letterhead

Must include:

Recommenders name, job title, address, contact (phone and email), signature, and date LOR was written.

The content of the LOR must include an objective explanation of the recommenders views on the applicant. LOR's with no performance review, how the applicant performed in class or at work, will not be accepted.

**NOTE, LOR's must be dated and have been written within 2 years of the start of the contract. Expired LOR's or undated LOR's will not be accepted.*

Teaching Certificate

Timeframe: Varies

Cost: £ Varies

TEFL/TESOL/CELTA

Total hours: Minimum 100 Hours, minimum 20 hours in-class.

If the total completed hours are not written on the certificate, you must provide an official document indicating completed in-class and online hours in the course w/ the exception of CELTA certificates.

If at the time of submitting all documents, you have not yet received your certificate, or have not yet finished the program, you must submit a 'Proof of Enrollment for TEFL/TESOL/CELTA' along with a 'Sworn Declaration' indicating you are in the process of obtaining the certificate.

**Note, TEFL/TESOL/CELTA certificates must be sent at least 6 weeks prior to the contract start date.*

Teaching license

The GOE does not recognize substitute teaching licenses

The GOE does not recognize expired teaching licenses

In the case of teaching licenses expiring mid-contract, GET's must reapply for a new, valid teaching license in order to retain their pay grade. Otherwise, pay scale may be reduced until teaching license is renewed.

TaLK

1 full year of TaLK experience is equivalent to a TEFL/TESOL/CELTA certificate.

**Note, the GOE does not recognize 1 full year of TaLK experience as 1 full year of teaching experience.*

Higher Education/OTHER DOCUMENTS

Higher education

In the case a masters degree effects an applicants pay scale, the applicant must provide an apostille for both copies of their bachelors and masters degree as well as an official sealed transcript for both.

**Note, you may combine both copies of the bachelor's degree and the masters degree and obtain one apostille for both.*

If you received your masters at a university in French Canada, then you must write a 1 page essay outlining your schooling experience in English, diploma and transcripts must all be in English.

Proof of Teaching Experience

Applicants with at least 1 year experience must provide proof, also known as a 경력증명서, *Kyung-Yuk-Jeung-Myung-Suh*. If you have not completed 1 full-year at the time you apply, you must provide us with a 재직증명서, *Jae-Jik-Jeung-Myung-Suh*, which can act as a temporary place holder. However, upon completion of a full 1 year contract, the applicant MUST provide the GOE with an updated 경력증명서, *Kyung-Yuk-Jeung-Myung-Suh*.

These documents can be obtained at your school's administration office.

Important Notes:

The GOE only recognizes '1 full academic year' for public schools only, and Korean private academies, NOT foreign private academies.

If you have public teaching experience from a foreign country, you must provide the GOE with a letter that includes the following:

- On official school letterhead,

- *In the header: School name, address, contact information (Email AND phone number).*
 - *Applicant's name*
 - *Date of when applicant received proof of employment*
 - *Exact contract dates: day, month, year. '1 full academic year' must be written on the proof of employment.*
 - *Must be signed in ink by the head official at your school.*
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