



### Professional Designations

List professional designations and licenses you currently hold \_\_\_\_\_

Agency Issuing \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Academic / Professional Honors

List academic, professional, trade, business or civic associations, and any offices held or honors received. Exclude all information indicative of age, sex, religion, national origin, race and/or disability.

### Employment History

Start with your current or most recent position. Account for all periods of time including military service and periods of unemployment. Please complete the sections below even if you provide a resume. List *dates* of employment *only* if they are within the last five (5) years. (Include significant volunteer work if skills or responsibilities were similar to those found in compensated employment.) Use additional sheet if necessary.

Current or Latest Employer	Address (City, State and Zip Code)	Area Code/Telephone Number
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Start Date (mo/yr)	End Date (mo/yr)	Job Title
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<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	May we contact your employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Starting Annual Salary \$	Ending Annual Salary \$	OR	Starting Hourly Rate \$	Ending Hourly Rate \$
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Name and title of supervisor	Reasons for leaving
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Brief description of your responsibilities

Previous Employer	Address (City, State and Zip Code)	Area Code/Telephone Number
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Start Date (mo/yr)	End Date (mo/yr)	Job Title
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<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
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Starting Annual Salary \$	Ending Annual Salary \$	OR	Starting Hourly Rate \$	Ending Hourly Rate \$
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Name and title of supervisor	Reasons for leaving
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Brief description of your responsibilities

**Professional References**

Name	Manager/Peer Employee	Company	Phone Number
1.			
2.			
3.			
4.			

**Please read carefully:**

I certify that all information I have provided in this application, including any attachments, is accurate and complete to the best of my knowledge. I understand that any willful false statement or misrepresentation of the information I have provided on my application, resume or attachments will be grounds for rejection of my application or termination of my employment.

I understand that consideration for employment with The Korean Language and Cultural Education Institute Incorporated hereinafter referred to as KLCEI is contingent upon the results of a reference and background review. I hereby authorize KLCEI and its agents to investigate the truthfulness of all information I have provided to KLCEI. I authorize KLCEI to discuss the results of such a review with KLCEI employees involved in the hiring process. I give consent for all contacted persons to provide information concerning my application, and I release each such person from liability for providing information to KLCEI and its agents.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between KLCEI and myself for either employment or for the providing of any benefit. I understand that if I am hired by KLCEI, I may terminate my employment at any time, with or without cause or notice, and the company may do the same. Any modification of this understanding must be in writing and signed by an officer of the company.

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Applicant's Signature

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Date

**EQUAL EMPLOYMENT OPPORTUNITY  
REQUIRED GOVERNMENT REPORTING FORM**

**Personal Information**

Name (Last, First, Middle)

Date of Application

**Equal Employment Opportunity Information-Non Discrimination Statement**

KLCEI is an equal opportunity employer and is committed to maintaining a diverse workforce. It is KLCEI's policy to provide equal opportunity to qualified individuals regardless of race, color, sex, national origin, religion, age, disability, veteran status, sexual orientation, or any other status protected by state or local law. This commitment to equal opportunity governs decisions related to all aspects of employment, including but not limited to selection, development, compensation, and employees' requests for reasonable accommodation. All employees are to be treated in a manner free from discrimination or harassment based on the characteristics described above. The Korean Language and Cultural Education Institute, Incorporated admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. The Korean Language and Cultural Education Institute, Incorporated does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

The federal government requires KLCEI to collect the information about sex and race requested below for periodic reporting. It is also used to help us improve our recruiting programs. Please be aware that you are not required to provide this information, and any information you do provide will be treated confidentially. If you choose not to provide this information, your decision will not affect your application. Thank you for your help and cooperation.

The Affirmative Action plans are available for review upon request by employees during regular business hours.

**Sex**

Male       Female

**Race/Ethnic Group**

Please check one. The federal government uses the following definitions of race/ethnic groups:

- White (not of Hispanic origin) – All persons having origins in any of the original people of Europe, North Africa or the Middle East.
- Black (not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.
- Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent, including, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaska Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**DO NOT PLACE PAGE IN PERSONNEL FILE**

**BACKGROUND CHECK AUTHORIZATION**

Previous names, and dates associated with each name (e.g., married, maiden)

List the three most recent addresses where you resided in the last seven years (please list present address first):

Street City State Zip Dates (from-to)

Date of Birth (Month/Day)

Social Security Number

**FAIR CREDIT REPORTING ACT  
CONSUMER DISCLOSURE AND GENERAL AUTHORIZATION**

I understand that, for employment purposes, a consumer report or investigative consumer report, as those terms are defined in the federal Fair Credit Reporting Act as amended (“FCRA”), may be obtained by KLCEI from a consumer reporting agency. A “consumer reporting agency” (“Agency”) is an entity that assembles and evaluates information on individuals for the purpose of furnishing consumer reports to third parties. I understand that the Agency may not give out information about me to KLCEI without my written consent.

An investigative consumer report is a special type of consumer report in which information about my character, general reputation, personal characteristics, and/or mode of living is obtained through personal interviews. I understand that the report KLCEI obtains about me from the Agency may be an investigative consumer report and may include information obtained from contacting my references and current/former employers and confirming my educational attainments, as well as reviewing motor vehicle records, any criminal justice records for criminal convictions that relate to me, any criminal justice information which is a matter of public record, civil records for past judgments, decisions or settlements related to my integrity, and credit reports. In the event an investigative consumer report is obtained, I understand that I have the right, within a reasonable period of time after my receipt of this *Fair Credit Reporting Act Consumer Disclosure and General Authorization*, to ask KLCEI to make additional disclosures concerning the nature and scope of the investigation requested.

If information obtained from a consumer report or investigative consumer report is wholly or in part the basis for an adverse employment action against me by KLCEI, such as a decision not to hire me or to terminate my employment, I understand that KLCEI will give me the name, address and toll-free telephone number of the agency that prepared the report for KLCEI, a copy of the report and summary of my rights under the FCRA.

I hereby authorize KLCEI now, or at any time during my employment with KLCEI, to obtain a consumer report or investigative consumer report on me, as applicable for employment purposes, without providing further notice. This authorization does not include the release of medical information about me.

Applicant’s Name (printed)

Date

Applicant’s Signature

Date

Signature of Parent/Guardian if Applicant is a Minor

Date

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.**

If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

<b>FOR QUESTIONS OR CONCERNS REGARDING:</b>	<b>PLEASE CONTACT:</b>
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6, Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks.)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings bank (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051