



Tel. + 61 2 888 00 300
<http://chat.thefreeschool.education>
<http://thefreeschool.education>

WARNING FOR JOB SEEKERS: ONLINE SCAMS AND 'SLAVE' CONTRACTS

Dear job seekers,

It may be difficult to check the reputation of unknown foreign companies that advertise online if their website is written only in their local language. It may be difficult to confirm if wages and conditions comply with local labor laws in a foreign country.

There is a strong demand for qualified, experienced English language teachers overseas. You should never accept an illegal or grossly unfair employment contract.

Some *basic* guidelines that you should always follow with no exceptions:

- Never surrender your passport as security. If any company demands this, you will normally find that they will quickly cancel this demand if you assertively state you will first check with your embassy if this demand is legal.
- Never stay working in a job that treats you poorly because your employer refuses to return your passport. Your embassy can act to have your passport returned. If it is lost, they may issue you with another passport for free-of-charge if you genuinely have no access to funds.
- Never pay any recruiter or employer any cash (especially online or via Western Union, MoneyGram *etc.*) for an interview, employment, training or uniforms. If you must wear a corporate uniform that you must pay for, firmly request to have a small deduction removed from your monthly/weekly pay check. Research local uniform prices and do not pay for more than fair market rates.
- Always research your future employer as thoroughly as possible. Do not automatically believe positive stories that employers post on their websites and in marketing material. Do not automatically believe negative stories posted by anonymous former employees on discussion forums and other websites.
- Does your future employer offer full details about your working conditions? We argue that this job advert overleaf contains an acceptable level of detail.



E E E

Fictitious details for illustration purposes

Contact person	Dr. Cheng Zhang, Academic Director
Job vacancy title	Senior ESL Tutor (Adult education)
Reference code	ESL2-SHG-JAN17
Address	88 Illustration Street Shanghai China 200888
Company name	Ethical ESL Employer Inc.
Company website	www.demonstrationonlyaddress.education
Contact details	Tel. + 86.21.123 456 789 Fax. + 86. 21. 23 456 688
Job vacancy details	<p>This position reports to the Academic Director. You are responsible for teaching three cohorts with a maximum class size of 25 students.</p> <p>Full-time: Monday to Friday, 8 hours a day, five days a week. One hour unpaid lunch break noon to 1pm. Your 40 hours of work duties comprises 20 hours of teaching time and 20 hours of administrative duties. Administrative duties include attending staff meetings, meeting with students and preparing lessons. Contract period: 12 months with a possibility of continuous extensions.</p>
Salary	<ul style="list-style-type: none">• USD\$30, 000 <i>per annum</i> before tax• USD \$3, 000 contract completion bonus.• Return flight fares paid after 12 months of service.• Full health insurance is provided.• Subsidized housing is provided.
Benefits and conditions	You receive payment for: local and national public holidays, 6 days sick leave and 4 weeks annual leave <i>per annum</i> .
Minimum qualifications	Postgraduate certificate in ESL or equivalent.
Minimum experience	Teaching EFL to adults face-to-face (two years).
Other information	Must be available to conduct an interview via Skype. International driver's licence is an advantage.
Work visas	Must be eligible for a work visa for China. We offer full assistance with obtaining your visa and will pay all visa processing and application fees.



**English for Academic Purposes (Advanced).
11 of our students in our 2016 intake course**



3 computer labs, 36 computers



Our teaching staff: 2016

Key Facts

Established	1988
Total staff	5 Administrative staff and 10 Teaching staff.
Total students	175 (2014), 190 (2015), 200 (2016)
Average class size	22 students; 1 ESL teacher; 1 ESL intern
ESL library	400 ESL books and 50 digital books
Accreditation	Chinese Government private college licence: current