

# CHINA CONNECTION EDUCATION SERVICE

香港師源教育機構

## Procedures to apply for a Teaching Job

### A

Complete our teacher application form, attaché CV, passport page (and/or recent photo), diploma copies, reference letters and send these to China Connection

### B

Based on the requirements of foreign teachers, China Connection will search the right job from the school database and make recommendations to the teacher

### C

Foreign teachers choose positions from our recommended offers.  
China Connection will contact the schools to make sure the teaching and living conditions are in good order

### D

If so requested by the school, China Connection will set up a pre-contract phone interview between the school and the teacher

### E

After the pre-contract interview, the school and the teacher will sign and exchange a teaching contract

### F

China Connection will assist the teacher with the application of a China work visa

### G

China Connection will notify the school of the flight details of the teacher in order the school can pick up the teacher on his/her arrival in China

### H

China Connection will provide follow-up service after the teacher arrive at the school till finishing the contract