
Point System for Recruitment of Foreign Workers

6th March 2019



Ministry of Employment
and Labor



한국산업인력공단
HUMAN RESOURCES DEVELOPMENT SERVICE OF KOREA

Announcement on Implementation of Point System for Recruitment of Foreign Workers

Ministry of Employment and Labor in Korea (MOEL) and Department of Labor and Employment announce implementation of point system for recruitment of foreign workers, scheduled to launch this year.

Point system takes different road with EPS-TOPIK based recruiting to comprehensively examine a person with their skills, physical condition, experiences including but not limited to their ability for Korean. Specifically, on the physical conditions, Applicants with color blindness, color weakness are not permitted to pass the point system based test. Also, applicants with any physical handicaps such as the slipped disc, finger amputation cannot pass the point system.

In the Recruitment Point System, candidates will be selected in order of highest score. To pass the first round, a candidate has to get at least the designated points. (**47.5 pts for Manufacture**) After that, at most 200% of the expected number of final passers of the point system will be selected in order of highest score by industries to take the second round.

Passers at the first round of test will get a chance to take the second round of test which consists of Skills test and Competency test. In the second round the scores of these two tests will be added up. Considering the accumulated point, the candidates within the expected number of selections will be selected to pass the point system in the order of the highest scores.

In the second round of the test, the candidates who have work experiences in the chosen industry, national certificates corresponding to the chosen industry, and training course completions related to the chosen industry must submit documentary evidence for the Competency test. Also all passers of first round must take Skills test. The candidates who do not take Skills test will not pass the point system.

Candidates must check their physical states in terms of the color weakness and the color blindness to apply the first round of the test, EPS-TOPIK.

Furthermore, the candidates found to have color blindness or color weakness in Skills test, will not pass the point system. If a candidates is judged to be unable to work in the applied industry, the candidate also could be excluded.

6th March 2019

Supervised by the Ministry of Employment and Labor(MOEL) of Republic of Korea

Administrated by : Human Resources Development service of Korea(HRD Korea)

Cooperated by : Department of Labor and Employment(DOLE)

& Philippine Overseas Employment Administration

What is Recruitment Point system of foreign workers?

1 Objectives

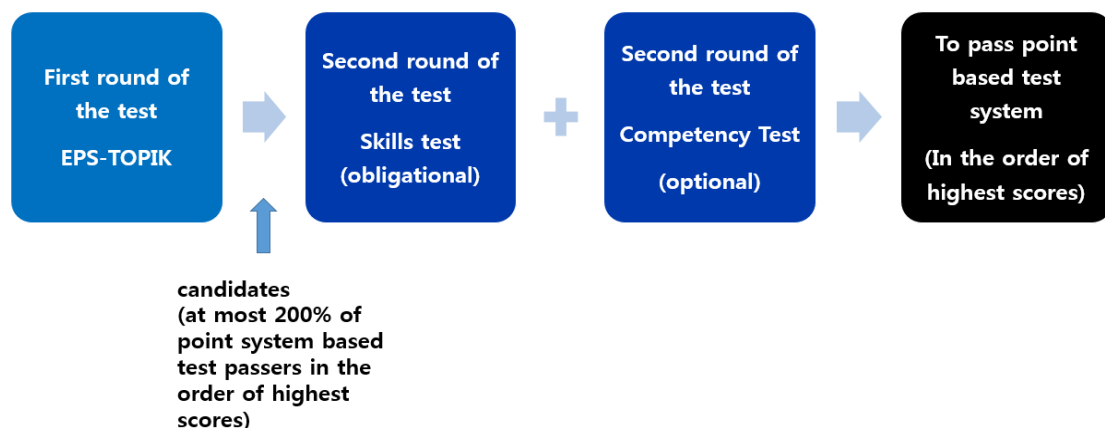
○ Current system allows only passers of EPS-TOPIK constitute valid roster, which has not contained various elements of the person, for example their capability of task completion, physical condition and experiences that Korean employers want are dismissed

- **Current system limits the potential candidates whose Korean ability is low but their competency for the job has been known great.**

○ To overcome this limit, HRD Korea designed the new system for evaluating employees comprehensively by not only Korean ability but also by their physical ability, level of competence and job experiences.

- The system will support employers to hire the right person, providing them information of various aspects of the job seeker to be hired including their EPS TOPIK results, Skills test, Training course completions, national certificates, and job experiences.

- The system will broaden its range for the recruitment by giving chances to the people who has low ability for Korean but with plenty of job experiences and dedication for the job.



2 What Constitutes Recruitment Point System for Foreign Workers?

- **Recruitment procedure:** ① 1st round of test(EPS-TOPIK) → ② 2nd round of test(Skills test + Competency test) → ③ Adding up score
- **The way to decide final passer :** Passers will be decided by added up score (highest first)

< Point distribution by industries >

Industry	Total Score	EPS-TOPIK	Skills test	Competency test (Additional Score)		
				Work Experiences (one year or more)	Completed a vocational training course (120H or more) /Academic background (College or more, manufacture industry only)	One who has a government issued certificate
Manufacture	200pts	100pts	100pts	3pts	1pts	1pts

3 1st round of test(EPS-TOPIK)

- **Test duration(Questions) :** 50mins [Reading(20 questions) 25mins, Listening (20 questions) 25 mins]
- **Format of Test**
 - Multiple choice questions, Listening will follow right after Reading section
- **Point distribution**
 - Manufacture 100 points(2.5pts per a question)
- **The passers for the EPS-TOPIK:** The number of passers in each industry will be within at most 200 percent of the expected number of final passers.[One should get at least 47.5(Manufacture)]
- * The number of 1st round passers can be adjusted according to the number of expected number of point system based test passers.

4 2nd round of test(Skills test + Competency test)

1. Skills test

- **Industries which require Skills Test : Manufacture**
- Three parts (① Physical strength, ② Interview, ③ Basic skills) constitute the test.
- **Points distribution**

Industry	Total	Skills test		
		Physical strength	Interview	Basic skills
Manufacture	100	30	30	40

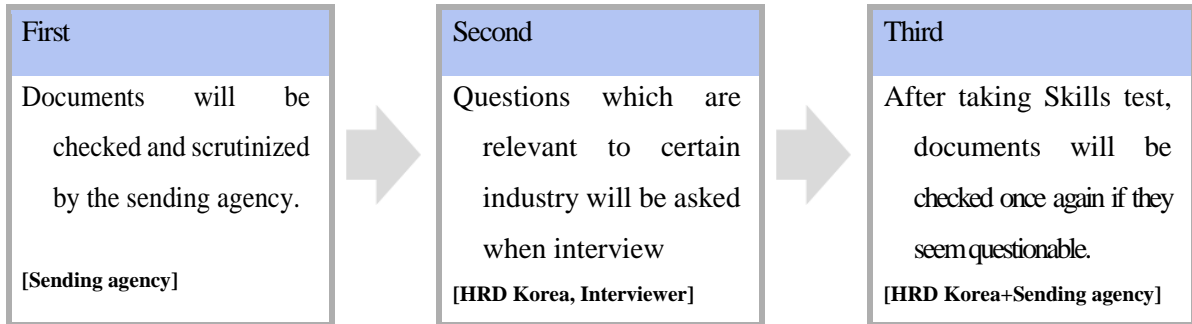
2. Competency test

- **Target (EPS-TOPIK passer):** The test will be eligible for first round passers who have work experiences in the chosen industry, national, and training course completions related to the chosen industry
 - One can find the formats needed for Competency test on the webpage of the sending agency or the registration desk. Please fill in the formats and submit the documents to verify relevant job experience, certificate of course completion and national certificates.
- * If one has never got any training, certificates, job experiences, the candidate should not submit any document because the candidate is not required to take Competency test.
- **Due date:** Until the last day of application period of the 2nd round test.

3. Verification Process of the Documents Submitted for the Competency Test

- When a candidate submits the counterfeited documents, the test result of the candidate will be invalidated and the candidate will be eliminated in the list. Also the candidates will be forbidden to apply any EPS related tests in the following two years and will be

accused.



1stRound of Test(EPS-TOPIK)

I

The Schedule of 1st Round of Test (EPS-TOPIK)

<PBT>

- **The notification on the 1st round of test (EPS-TOPIK) :** Mar. 6, 2019
- **Application period for 1st round (EPS-TOPIK) :** Mar. 13 ~ Mar. 15, 2019
- **Announcement on test venue and the date :** Apr. 5, 2019
- **Implementation of EPS-TOPIK :** Apr. 13 ~ Apr. 14, 2019
- **Announcement on the test result :** Apr. 26, 2019

<CBT>

- **The notification on the 1st round of test (EPS-TOPIK) :** Mar. 6, 2019
- **Application period for 1st round (EPS-TOPIK) :** Mar. 13 ~ Mar. 15, 2019
- **Announcement on test venue and the date :** Jun. 3, 2019
- **Implementation of EPS-TOPIK :** Jun. 10 ~ Sep. 10, 2019
- **Announcement on the test result :** Sep. 20, 2019

1. The Expected Number of First Round Passers

Industry	Points distributed for EPS-TOPIK	The expected number of 1 st round passers	The number of 2 nd round passers (to be on the valid roster)	Standards
Manufacture	100points	1,000 persons	500 persons	To pass the first round, a candidate has to get more than the designated points (47.5 points). After that, at most 200% of candidates in terms of the valid roster will be selected in order of highest score by industries.

2. Industries & Subcategories

- A candidate should select one industry and one subcategory. One cannot change the determined industry after the announcement of test result of EPS TOPIK. (Subcategory is can be changed in the 2nd round application period.)
- Subcategories of Manufacture: (1) assemble, (2) measures, (3) join
- A candidates is qualified for just one application. Duplications in application is prohibited.

3. Qualifications

- a. Person born between Mar. 14, 1980 ~ Mar. 13, 2001
 - b. Person who has not been convicted of imprisonment or heavier punishment
 - c. Person who have no record of deportation or departure orders from the Republic of Korea
 - d. Person who is not restricted from departure of home country
 - e. Person who has no color blindness and color weakness
- * Person with disk or finger amputation will be given the chance to take EPS-TOPIK, though they cannot be restricted to pass point system based test.
- f. Person who don't have more than 5 years' duration of sojourn including the duration of sojourn combining sojourn period with E-9 visa and E-10 visa

4. Application for EPS-TOPIK

a. Application Period: Mar. 13. 2019 ~ Mar. 15, 2019

b. Method: Online (www.poea.gov.ph)

- For more information, you may visit or call POEA at 02 722 11 46 regarding the ONLINE REGISTRATION

c. Required documents

- ① **Application form** (will be distributed at the registration site)

- ※ Application numbers are written on each application form, and one applicant can receive and submit one application form only. If there is any error in an application form, correct it with correction tape and submit it.
- ※ One who needs to submit documents for Competency test needs to get a form (from sending agency homepage or in a registration desk) in advance so that he/she can submit it within the 2nd round application period.

- ② **A copy of passport**

- ※ A copy of passport is required to be attached on the application form.
- ※ It is preferable to attach a copy of passport with your name written in English.
- ※ If an applicant's personal information on the passport does not match the same as the one on the application form, their entry to Korea is not permitted in any case, and the applicant is fully responsible for any problem caused by the differences in their personal information. Therefore, applicants are strongly advised to get their passport before registration.
- ※ We will use the personal information (name, date of birth, and gender) written on the application form and the applicant's photo attached on the application form for their future employment in Korean, and these are not changeable in any case.

- ③ **photographs of 3.5 x 4.5cm (taken within 3 months)**

※ If one cannot be identified with passport, he/she will not be able to take the test.

- ④ **Receipt of test fee**

e. **Test fee: 1,248 PHP**

※ If an applicant has unavoidable reasons to cancel his/her registration during registration period, the applicant can get a full refund(However, once it is cancelled, re-application is not allowed)

5. The Notification on Test Venue and Time of 1st Round Test

-**Announcement Date:** Apr 5, 2019 [PBT]

Jun 3, 2019 [CBT]

- **Method :** ① www.poea.gov.ph

② <http://epstopik.hrdkorea.or.kr>

6. The Outline of 1st Round

a. Test date

▪ Actual Test via [PBT]: Apr 13 ~ Apr 14, 2019

▪ Actual Test via [CBT]: Jun 10 ~ Sep 10, 2019 / May be changed

(The test dates are flexible according to the total number of applicants. To know individual test date, please check homepage of POEA, and <http://epstopik.hrdkorea.or.kr>.)

b. Method of test : PBT & CBT

c. Test Duration

- **[PBT]** -

Test session	Orientation for test takers	Duration	
		Reading	Listening
1 st session	09:00~10:00	10:00~10:25(25m)	10:25~10:50(25m)

2 nd session	12:30~13:30	13:30~13:55(25m)	13:55~14:20(25m)
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*Test takers must take a seat at least in 09:00 and 12:30 for each session.

*The details on the test sessions and test duration can be varied according to the circumstances.

- **[CBT]** -

Test session	Orientation for test takers	Duration	
		Reading(25min)	Listening(25min)
1 st session	09:30~10:00	10:00~10:25(25m)	10:25~10:50(25m)
2 nd session	11:00~11:30	11:30~11:55(25m)	11:55~12:20(25m)
3 rd session	13:30~14:00	14:00~14:25(25m)	14:25~14:50(25m)
4 th session	15:00~15:30	15:30~15:55(25m)	15:55~16:20(25m)

*Test takers must take a seat at least in 09:30, 11:00, 13:30, 15:00 for each session.

*The details on the test sessions and test duration can be varied according to the circumstances.

d. Test Structure & Criteria for EPS-TOPIK

Category	Number of questions	Total Points	Duration
		Manufacture	
Reading	20	100 pts	25 mins
Listening	20		25 mins
Total	40	100 pts	50 mins

(Test Structure) ①Multiple-choice questions, ②Reading and listening test will be implemented continuously without a break.

- (Criteria) Among the person who got 47.5 pts or more out of 100 at most 200% of candidates will be selected to pass the first round in the order of highest

scores

e. Necessary Items for test

- Examinee's admission ticket (will be distributed on the registration day)
- Passport
- ① All applicants are required to bring his/her passport of which is the same with the one posted on his/her application form
- ② If an applicant doesn't bring passport, the applicant wouldn't take the test.

7. The Announcement on the 1st Round Test Result

- Announcement of Passers via [PBT]: Apr 26, 2019
- Announcement of Passers via [CBT]: Sep 20, 2019
- **Methods of Test Passer Announcement**
 - ① www.poea.gov.ph
 - ② <http://www.eps.go.kr>, or
 - ③ <http://epstopik.hrdkorea.or.kr>
- ** Posting of Announcement may also be viewed at: www.hrdkoreaph.com
- **Methods of Test Individual Score Announcement**
 - <http://www.eps.go.kr>

Ⅱ 2nd Round of Test(Skills Test and Competency test)

The Schedule of 2nd Round of Test

<PBT Part>

- **Application of competency document Period:** May. 1 ~ May. 3, 2019〔for 3 days〕
- * The candidates who want to take Competency test have to visit the designated registration places within the application period to submit the required documents.
- **Announcement on the test date and venue:** May. 10, 2019
- **Skills test will be implemented (Competency test will be proceeded within the same period) :** May. 18 ~ May. 23, 2019〔for 6 days(can be changed)〕
- **Result Notification :** Jun. 7, 2019

<CBT Part>

- **Application of competency document Period:** Sep. 23 ~ Sep. 25, 2019〔for 3 days〕
- * The candidates who want to take Competency test have to visit the designated registration places within the application period to submit the required documents.
- **Announcement on the test date and venue:** Oct. 4, 2019
- **Skills test will be implemented (Competency test will be proceeded within the same period) :** Oct. 12 ~ Oct. 16, 2019〔for 5 days(can be changed)〕
- **Result Notification :** Oct. 29, 2019

1. How to Submit Documents for Competency Test

○ Those who have to submit documents for Competency Test

- Among the passers of the first round, the applicants who has work experiences in the chosen industry, national certificates or took a vocational training course in the industry, are eligible for Competency Test.
- First round passers must take Skills tests and there's no need for the

application(applied automatically). But, the applicants, who want to take Competency test, must submit documents for Competency test within the application period.

*Those who don't take Skills test are not able to pass the point system based test.

○ **Application Period** : May, 1 ~ May, 3, 2019 [PBT]

Sep, 23 ~ Sep, 25, 2019 [CBT]

○ **Place of Application** : POEA

* The regional registration place will be announced after being confirmed by POEA

○ **Application Methods** : by visiting the mentioned organization

○ **Required Documents & Requisites:**

① Passport, Examinee's admission ticket for EPS-TOPIK

② Application Form for Competency Test (check the registration desk or the website)

③ Documentary Evidences for Competency Test

Category	Documents to be submitted	Details	Remarks
Work Experiences (Choose ① or ②)	Certificate of career (①)	It can be submitted when one can get Certificate of Career by a company. *For foreign company, the certificate from the recruiting agency can be acknowledged.	Only for Manufacture Industry The corresponding company issues it (refer to Attachment 2-2)
	Document to verify one's employment (②)	If one cannot get Certificate of Career because of the bankruptcy of the company or agency (for foreign company), employment history in the too small-scale business, or unauthorized business common in Agriculture & Stockbreeding fields, one can fill in the document in attachment 2-3 and submit it. (Except relatives, two guarantors for joint guarantee are needed)	Signature of two person who is guaranteed, attach a copy of the person's ID card as a guarantee (refer to Attachment 2-3)
Training Course Completion	Certificate of training course completion (original document)	It can be submitted when one can get Certificate of Training course completion (including overseas courses) from the government or private institution.	Submit copy of certificate, and bring the original document on the test date

Academic Background	Academic Background (original document)	Certificate of graduation, Certificate of expected graduation, and Degree certificate	Submit copy of certificate, and bring the original document on the test date
National Certificate	Copy of national certificate or The original of confirmation document	Only national certificates that are based on national system including official tests can be used.	Only for Manufacture Industry Any overseas certificates are not permissible, Submit copy of certificate, and bring the original document on the test date

* The work history in Korea is also acceptable.

* Besides the format provided by HRD Korea, Certificate of career issued from EPS system is also available.

*Certificate of (expected) graduation should specify the major field of study

* Certificate of Training course completion must include the names of the courses, training hours and the contents of the training courses.

* If any of the submitted documents are found to be false or counterfeited, the test results of the candidate will be invalidated, the candidate will be forbidden to take any EPS related test in 3 years, and the candidate will be under accusation.

Examples of Impermissible Work Experiences·Training Course Completion·National certificate

• **Work Experiences:** Even though a candidate has work history in the applied industry, the work experience will be impermissible if the experience is irrelevant. Experiences in sales, human resources, accountants, education, public service (except for technicians), , gas station, cookery, serving and hairdressing are not applied to Manufacture, Construction, Agriculture & Stockbreeding and Fishery.

Exceptionally, previous instructors in the applied industry, could submit the related documents. For example, a previous instructor of Assembly could be qualified to use the experiences for Manufacture.

•**Training Course Completion:** If a training course is not relevant to the applied industry, the history is impermissible. For example, nursing, accountant raising, and leadership

development course are not permissible.

·National Certificates: If a national certificate is not relevant to the applied industry, the candidate shouldn't submit Copy of national certificate or the original of confirmation document. For example a driving license, language certificates, vocational licenses (medical, pharmacist and lawyer's license) are not permissible.

·Academic Background: Only counts for the Manufacture Industry, and irrelevant majors to the applied industry are impermissible. Sending agency should set up the standard of colleges or universities which are officially approved as higher education institution autonomously. For example, school of medicine, nursing, accounting are irrelevant with the manufacture industry.

- **Test Fee:** Free of charge

2. Announcement on Test Date and Venue

- **Announcement Date:** May 10, 2019 [PBT]
Oct 4, 2019 [CBT]
- **Method of Announcement:** Homepage of POEA

3. Implementation of Skills test

- **Subcategories of Skills test & Score distribution**

Industry (Skills test)	Total score	Skills test		
		Physical strength	Interview	Basic skills
Manufacture	100	30	30	40

○ **Test Duration**

Session	Orientation (30M)	Duration (3H)	Scoring
1 st Session	08:30 ~ 09:00	09:00 ~ 12:00	12:00 ~ 12:30
2 nd Session	12:30 ~ 13:00	13:00 ~ 16:00	16:00 ~ 16:30

* You cannot reschedule your test date&venue and please remind that the person who arrives later than 08:30/12:30 for each session will not be able to take the test.

* Documents submitted for the competency test will be verified again when interviewing for Skills test. If document is proven to be falsified, test will be null and void and person will not be able to take the test for 3 years. (Person will be reported to the authorities)

III

Results notification

○ **Announcement of Test Result:** Jun 7, 2019 [PBT]

Oct 29, 2019 [CBT]

○ **Methods of Test Passer Announcement:**

① www.poea.gov.ph

② <http://www.eps.go.kr>

③ <http://epstopik.hrdkorea.or.kr>

○ **Methods of Test Individual Score Announcement**

- <http://www.eps.go.kr>

○ **Validity of the result of point system based test:** for 2 years from its announcement date (**PBT** : Jun.7, 2019 ~ Jun.6, 2021)

(**CBT** : Oct.29, 2019 ~Oct.28, 2021)

IV

Other Notice and Comments

1. Applicants with color blindness, color weakness are not permitted to pass point system based test. Also, applicants with physical handicaps such as the slipped disc or finger amputation can be excluded on the valid roster.
2. The use of digital devices(including but not limited to cell phones/smart phones, tablet computers, laptops, notebooks, music and video players, cameras, or other telecommunication devices capable of capturing or relaying information)is strictly prohibited. Using or possessing a digital device during the examination will be considered as a cheating.
3. Dishonesty act includes, but not limited to cheating on an exam. Failure to maintain integrity on an exam will result in a loss of test taking chance for 3 years.
 - Relevant documents for competency test will be verified three times in the process of test period. If the documents submitted are proven to be falsified, test result will be invalidated and the person can't apply for any tests in EPS system in 3 years.
4. If information in the passport and the application form of EPS-TOPIK do not match each other, the candidate will be not allowed to pass the point system based test and not allowed to arrive in Korea.
5. For Certificate of career and Document to verify one's employment, crucial information such as the names, signatures, contact number must not be omitted. If there is omission or modification on the documents using correction fluid, correction paper or other methods, the candidate will be invalidated.

- ◆ The person who successfully got in will get a chance to be listed on the valid roster but this does not guarantee their employment.
- ◆ If one can't get through health checkup or has any records of illegal stay, he/she will be deprived of any chance for employment.
- ◆ If the drug test results are positive after entering Korea, you can be returned to your country
- ◆ Person who have more than 5 years' duration of sojourn including the duration of sojourn combining sojourn period with E-9 visa and E-10 visa can't take the EPS-TOPIK
- ◆ Test duration(Questions) will be changed from this test as of 2017
=> 50mins [Reading(20 questions) 25mins, Listening (20 questions) 25 mins]
- ◆ The minimum lower limit score of EPS-Topik has been changed **to 47.5 pts** (manufacture)
- ◆ Anyone who involved in the document of competency assessment must submit it

The Outline of Basic Skills Test

Industry	Category	Tasks	Contents
Manufacture	Assemble	Insert Pins	Considering the diagram, insert the pins in to the slate provided according to the color, size and shape
		Hang Items	Hang the rings on the rod according to size.
		Assemble bolts and nuts	In the given amount of time, tight two types of bolts and nuts according to the sketch.
	Measures	Insert Pins	Considering the diagram, insert the pins in to the slate provided according to the color, size and shape
		Hang Items	Hang the rings on the rod according to size.
		Measures	In the given amount of time, measure accurately according to the length and volume.
	Join	Insert Pins	Considering the diagram, insert the pins in to the slate provided according to the color, size and shape
		Hang Items	Hang the rings on the rod according to size.
		Join	In the given amount of time, link two objects in the designated point with the provided instruments.

(Job experience, Training course completion, National certificate)

Competency test relevant documents

Application No. (For Sending Agency)															
<p>I myself will take any responsibilities for falsified documents (certificate of career, copy of certificate) in registering EPS-TOPIK ※ If applicant's document is proven to be falsified, the test result will be invalidated and the person will not be able to take any test for 3 years.</p>															
Applicants to fill in		* Mark the industry you're applying for(●)													
EPS-TOPIK registration no.															
Manufacture	·Assemble(○) ·Measures(○) ·Join(○)	Construction	·Rebar(○) ·Carpentry(○)												
Agriculture & Stockbreeding	·Agriculture(○) ·Livestock(○)	Fishery	·Sea Farming(○) ·In and off Shore Fishery(○)												
Date of birth	...	Contact no.													
Registration date	2019 . . .	Name	(signature)												
Applicants to fill in		* Mark(●) your answer	For sending agency												
<input type="checkbox"/> Job experience (Only for those who have job experience)			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">True</td> <td style="width:50%; text-align: center;">○</td> </tr> <tr> <td>False</td> <td style="text-align: center;">○</td> </tr> </table>	True	○	False	○								
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Training		Academic Background													
120 hours or more	Less than 120 hours	College or more	High school or less												
<input type="checkbox"/> Certificates (for those who have certificates, no more than two)			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">True</td> <td style="width:50%; text-align: center;">○</td> </tr> <tr> <td>False</td> <td style="text-align: center;">○</td> </tr> </table>	True	○	False	○								
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No.	Name of the certificate	Issued date	Institute/organization												
1															
2															
Sending agency		Name:	(signature)												
Interviewer		Name :	(signature)												

- * Period of total employment should be written in months.
- ** Certificate of training course should be verified first and total training hours should be stated.
- *** Confirm the relevancy of the major specified in the certificate of graduation before writing.
- **** Documents should be verified as authentic and total amount of certificates should be stated.

【Attachment 3】

《《When previous company issues certificate of career》》

If the company is not in Korea, fill in with the information of recruiting agency

Certificate of Career

Registration number :

Personal information	Nationality		ID card no.	*****
	Name		Contact no.	
			Landline	
	Present address		Mobile phone	
E-Mail				

Details on career	Period of employment (YY.MMDD~YY.MMDD)	Designation	Task (state specific details)
	~		
	~		
	~		
	~		
	~		
	Total	Period of total employment :	

I agree to inform myself and to abide by all policies regarding falsifying documents which is a crime punishable as a felony. I also acknowledge that this is the documents required for the test evaluation, which is agreed upon MOU between Republic of Korea and Philippines

Date :

Name : (Signature)

I certify that above information is true and correct.

Date :

Company : Contact no.:

Industry :

Address :

President : (Signature or official seal)

Issued by	
Department	
Designation	
Contact number	
Name	Signature

President of HRD Korea

※ **Caution:** If there is any omission for crucial information such as the signature, seal, names or contact numbers, it loses its effects and the work experiences becomes invalidated.

*It just verify a work experiences from a company. To verify experiences from respective companies, candidates have to submit a sheet of paper for each company.(i.e., 4 sheets of papers for 4 companies)

* It can be replaced by the certificate in EPS system.

【Attachment 2-3】

If one cannot get Certificate of Career because of the bankruptcy of the company or agency (for foreign company) employment history in the too small-scale business, or unauthorized business common in Manufacturing fields, one can fill in the document the form below and submit it. (Except relatives, two guarantors for joint guarantee are needed)

Document to verify one's employment(Standard)

Registration number :				
Name		Date of Birth		
ID		Contact No.		
Company	Designation	Period of Employment	Task	Industry
※ Respective working experience needs to be filled in.				
Total		Period of total employment :		
Person to certify the document 1				
Name : (Signature)		Date of Birth :		
Address :				
Workplace : Designation :		landline : (Cell phone :)		
Relationship with the applicant :				
Person to certify the document 2				
Name : (Signature)		Date of Birth :		
Address :				
Workplace : Designation :		landline : (Cell phone :)		
Relationship with the applicant :				

*Attach the copies of each identification card of a person to certify.

※ Caution: ① If a person's information who can certify your employment such as Name, contact no. is missing, the documents will not be granted and job experiences one claimed to have will be null and void.

② For employment history overseas, the copy of work visa and immigration logs are needed. If the require documents are missed, this document couldn't be submitted.