

NORTH AMERICAN LANGUAGE AND CULTURE ASSISTANTS IN SPAIN 2019-2020

PLEASE MAKE SURE YOU ANSWER “YES” TO ALL
THESE QUESTIONS BEFORE SUBMITTING ONLINE
AND EMAILING YOUR APPLICATION



Documents to be **uploaded** in the corresponding sections on Profex

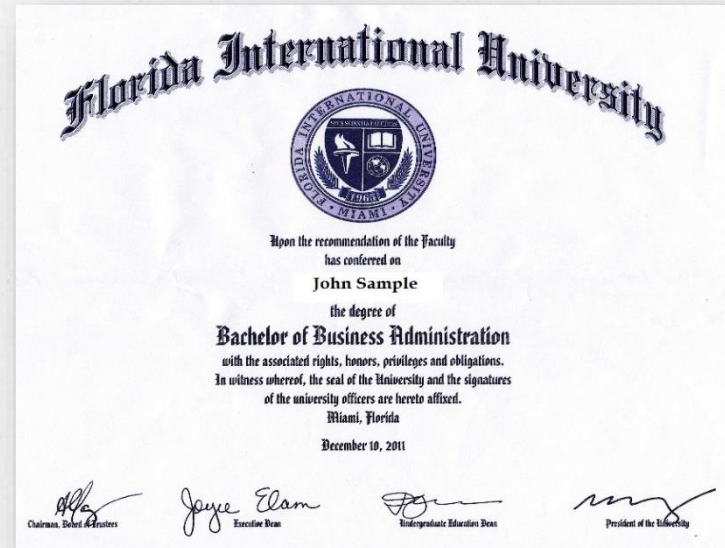
- 1. Did you upload a copy of the main page of your valid US or Canadian passport?



Documents to be **uploaded** in the corresponding sections on Profex

- o 2. Did you upload your **official** College transcripts **or** a copy of your degree certificate or diploma?

NOTE: we do **not** require that the official transcripts be sent to us on a sealed envelope from your college or university.



Documents to be **uploaded** in the corresponding sections on Profex

o **3. Did you upload a statement of purpose for participation in the program?**

- Does it have between 250 and 300 words?
- Has it been written in English (English or French for Canadian applicants)?
- Has it been addressed to the education advisor responsible for the office where you will be emailing your application printout form and checklist?
- Have you hand-signed and dated your statement?

Documents to be **uploaded** in the corresponding sections on Profex

o **4. Did you upload a letter of recommendation?**

- Is it in **English or Spanish** (or also French for Canadian applicants)?
- Does it have a maximum of **250 words**?
- Has it been written and hand signed **by any current or former professor**? (if you have been out of school for over 3 years, you can receive this letter from your current supervisor at work).
- Does it contain the university's **letterhead**, author's **contact information** and **handwritten signature**?

Submit your application online

- o If you answered **“YES”** to the preceding questions, you are ready to submit your application online through PROFEX.
- o If you are unsure about any of the documents that need to be uploaded, please contact your regional advisor.
- o Incomplete applications may result in processing delays or in your application not being admitted.

Keep reading about documents to be emailed



Copies to be emailed to your corresponding advisor

1. Did you print, hand sign and date, the PDF application form available to you after submitting your application online?

Número de solicitud 15_2AXC005026 Resumen digital 8ac5387a87a5d63b8647ba44959afaa09ff71a

Auxiliares de Conversación Extranjeros en España 2015-2016

1. DATOS PERSONALES

Primer apellido	Segundo apellido	Nombre
Sample		John

D.N.I./Pasaporte	Nacionalidad	Fecha nacimiento
	Estadounidense	

Dirección permanente

País: Estados Unidos de America		Comunidad autónoma:
Código postal: 26184	Localidad: Waverly	Provincia:
Teléfono con prefijo:	Teléfono móvil:	Correos electrónicos:

2. DESTINOS QUE SOLICITA POR ORDEN DE PREFERENCIA

1 - España

1 - Grupo C: Murcia 2 - Grupo B: Islas Baleares 3 - Grupo A: País Vasco

3. FORMACIÓN ACADÉMICA

Maestro, Especialidad de Lengua Extranjera (15/05/2013)
Maestro de Primera Enseñanza (15/05/2011)

4. DATOS DE INTERÉS

1. ¿Qué idioma desea enseñar?

a. Inglés

2. ¿Piensa desplazarse al país acompañada?

a. No.

3. ¿Su pareja también solicita participar en el programa?

No

Ejemplar para el interesado - Este documento sólo será válido una vez haya sido firmado por el candidato y fechado y sellado en el registro utilizado para su presentación. Página: 1

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4. ¿A qué tipo de centro educativo desearía ser destinad(a)?

a. Primaria/Infantil

5. ¿Qué tipo de población preferiría que se le asignara?

a. Zona urbana: ciudad grande.

6. Información adicional que pueda ser relevante para la adjudicación de destino o el desempeño de sus funciones (ej. problemas de movilidad, discapacidades, problemas físicos o psicológicos, enfermedades crónicas, etc.)

Actualmente vivo en Murcia centro y no tengo un coche. Yo preferiría estar cerca del centro si es posible.

Declaro que son ciertos los datos consignados en esta solicitud y que reúno los requisitos exigidos para solicitar plaza en el país que se indica. De igual forma declaro que son ciertos los datos consignados en el Curriculum introducido a mi solicitud en la aplicación. Asimismo, presto mi consentimiento para que el Ministerio de Educación, Cultura y Deporte verifique mis datos a través del Sistema de Verificación de Datos de Identidad, según lo dispuesto en la Orden PRE/2013/2006, de 20 de diciembre, por la que se establece la configuración, características, requisitos y procedimientos de acceso a dicho Sistema.

En Murcia a 15 de Febrero de 2015

(Firma del solicitante)

John Coupte



SUBDIRECCIÓN GENERAL DE PROMOCIÓN EXTERIOR EDUCATIVA. MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE. PASEO DEL PRADO 28. 28014 MADRID

Ejemplar para registro - Este documento sólo será válido una vez haya sido firmado por el candidato y fechado y sellado en el registro utilizado para su presentación. Página: 2

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Copies to be e-mailed to your corresponding advisor

- 2. Did you sign and date your checklist, with your initials next to each item you are emailing or have uploaded?

  North American Language and Culture Assistants

CHECKLIST FOR APPLICANTS
LANGUAGE AND CULTURE ASSISTANTS PROGRAM FOR SCHOOL YEAR 2016-17
IMPORTANT: PRINT THIS DOCUMENT AND MAIL IT ALONG WITH THE REST OF DOCUMENTS TO THE REGIONAL EDUCATION ADVISOR
DO NOT SEND DOCUMENTS SEPARATELY OR UNTIL YOU HAVE OBTAINED AND UPLOADED ALL OF THEM.

Last name, First name, MI: SAHPLE, JOHN State/Province of origin: FLORIDA

Please, initialize after each applicable category. Once you have completed all these sections, your application will be considered.

DOCUMENTS ON PAPER, SIGNED AND DATED
I am including the following documents in this envelope to my Regional Education Advisor:

	INITIALS
<input checked="" type="checkbox"/> PDF printout form generated by PROEXE, dated and signed	JS
<input checked="" type="checkbox"/> This CHECKLIST, as all the steps in the application have been completed	JS
<input type="checkbox"/> New York State applicants: MOU with New York signed and dated, Annex 2 <small>Please, write N/A instead of initialing if you are not a New York applicant.</small>	N/A

UPLOADED DOCUMENTS
I have uploaded all the following documents in the appropriate places in Profex as indicated in the manual:

<input checked="" type="checkbox"/> Main page of my US or Canadian passport	JS
<input checked="" type="checkbox"/> Copy of my official College transcripts or College degree	JS
<input checked="" type="checkbox"/> Signed and dated letter of intent or statement of purpose	JS
<input checked="" type="checkbox"/> Letter of recommendation	JS
<input type="checkbox"/> Check only if you are a European citizen. Medical Certificate <small>Please, write N/A instead of initialing if it is not your case.</small>	N/A

Please check one:

English is my first language or I am a balanced bilingual and have a native-like command of English.

French is my first language or I am a balanced bilingual and have a native-like command of French.

I declare that I am in good physical and mental condition and have no limitations that would impair my ability to teach.

Signed: John Sauple Date: 01/15/16

Language and Culture Assistants 2016/2017 Checklist for applicants

Remember...

- o If you happen to have a European passport on top of your US or Canadian passport, you need to upload a **medical certificate**, which needs to be issued by your doctor. This needs to be on the doctor's letterhead, verifying you are free of drug addiction, mental illness or any disease that could cause serious repercussions to public health.

E-mail PDF printout + checklist

- o If you answered “**YES**” to the previous questions, you are ready to e-mail your application PDF printout form and the checklist to your corresponding advisor.
- o Once your advisor receives your e-mail, he or she will change your status in Profex to “Registrada”, and if everything is correct, to “Admitida”. Otherwise, you will be contacted by e-mail.
- o Please address any general questions to:
norteamericanos@educacion.gob.es

Thank you for following these guidelines.
English and French learners are awaiting you in Spain!

