|  |
| --- |
|  |
|  |
| **Consent Form to Collect and to Use Personal Information** |
|  |
|  |

|  |  |
| --- | --- |
| **Purpose** | KAIST collects personal information in order to evaluate applicants’ job competency, qualifications, expertise and so on. The personal information provided by applicants will be only used for the application process including initial screening, shortlisting and interview. |
|  | |
| **Items to collect** | The basic biographical information (e.g., name, e-mail address, contact information, etc.), qualifications, academic background, work experiences, and information concerning employment restrictions for unqualified persons including those who have been dismissed for corruption. |
|  | |
| **Retention/Use Period** | Personal information provided by applicants is retained and used by the officers whom it may concern at KAIST only, and it shall be deleted and destroyed immediately after the retention purpose is fulfilled. |
|  | |
| **Right to Refuse to Consent** | Consent to the collection and use, and provision of personal information may be refused by the applicants. However, if the applicants do not agree to consent, the application will not be accepted because the evaluation on the applications will be impossible without those information. |
| I confirm that I have read and understood the content of this Consent Form, and agree to the collection, use, and provision of the personal information I have provided in the Application Form for the aforementioned purpose and period.  Date: MM DD, YYYY  Applicant: (signature) | |

|  |
| --- |
|  |
|  |
| **Instructions to the Completion of Application Form** |
|  |
|  |

∘ Please fill out the application form after fully understanding the responsibility, contract period and type of work specified in the job vacancy announcement.

∘ The information each applicant provides on the Application Form should be verifiable with the formal certificates.

∘ Applicants are prohibited from providing information such as academic background, birth place, family relationship and so on which could bring about the hindrance to the fair recruitment.

※ If an applicant is fail to fully understand the vacancy announcement or instructions to completion of the Application Form or have violated the guidelines for completion of the Application Form, or any information provided by him/her are found to be false, it shall be a cause for dismissal or refusal of employment.

|  |
| --- |
|  |
|  |
| **KAIST Application Form** |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Personal Information | | | |
| Application number |  | Application field |  |
| Name |  | Career level | □Entry-level □Experienced |
| Postal address |  | | |
| Mobile phone number |  | E-mail address | @ |
| Additional items | □ Employment support for distinguished services to the state  (percentage points □10% □5%)  □ Local talent □ Disability  □ KAIST youth intern (Term : DD MM, 20YY - DD MM, 20YY) | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. Journal Publications | | | | | |
| Please fill out the form below with your list of journal publications subject to the **relevance to the position for which you are applying**. Add lines if necessary. | | | | | |
| **Classification**  **(SCI, SCIE, SCOPUS,**  **others)** | **Role** | **Date of publication** | **Article title** | **Journal name**  **(Vol. no. pp)** | **Note**  **(Published or not)** |
| SCI(E) | First  /corresponding  /participating, etc. | yyyy.mm.dd |  |  | In press/Accepted /Review, etc |
| Others |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. Conference Proceedings | | | | | | | | | | |
| Please fill out the form below with your list of conference proceedings subject to the **relevance to the position for which you are applying**. Add lines if necessary. | | | | | | | | | | |
| **Classification** | **Role** | | | **Date of presentation** | **Article title** | | | **Name of academic conference** | **Note**  **(oral/poster)** | |
| International | First/corresponding/  participating, etc. | | | yyyy.mm.dd |  | | |  |  | |
| Domestic |  | | |  |  | | |  |  | |
| 4. Patent Application/Registration | | | | | | | | | | |
| Please fill out the form below with your list of patents applications/registrations subject to the **relevance to the position for which you are applying**. Add lines if necessary. | | | | | | | | | | |
| **Status** | | **Type\*** | **Patent title** | | | **Date of registration** | **Registration number** | | | **Country of registration** |
| Registration | |  |  | | | yyyy.mm.dd |  | | |  |
|  | |  |  | | |  |  | | |  |
| Application | |  |  | | |  |  | | |  |
|  | |  |  | | |  |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. Experiences in R&D Project | | | | |
| Please fill out the form below with your experiences in R&D projects subject to the **relevance to the position for which you are applying**. Add lines if necessary. | | | | |
| **Project title** | **Funding organization** | **Start date** | **End date** | **Responsibility**  **(Principal /participating)** |
|  |  | yyyy.mm.dd | yyyy.mm.dd |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6. Qualifications | | | | | | | | |
| Please fill out the form below with your list of technical/professional qualifications and certificates (including driver‘s license) subject to the **relevance to the position for which you are applying**. Add lines if necessary. | | | | | | | | |
| **Serial no.** | **Certification name** | | | **Issuing agency** | | **Date of acquisition** | | **Expiration date**  **(if applicable)** |
|  |  | | |  | | yyyy-mm-dd | | yyyy-mm-dd |
|  |  | | |  | |  | |  |
|  |  | | |  | |  | |  |
|  |  | | |  | |  | |  |
|  |  | | |  | |  | |  |
| 7. Major Experiences and Activities | | | | | | | | |
| Please fill out the form below with your work experiences or activities subject to the **relevance to the position for which you are applying**. Add lines if necessary. | | | | | | | | |
| **Classification** | | **Organization** | **Responsibility/position** | | **Period** | | **Activity/work experience details** | |
| □ activity  □ work experience | |  |  | | yyyy-mm-dd | |  | |
| □ activity  □ work experience | |  |  | |  | |  | |
| □ activity  □ work experience | |  |  | |  | |  | |
| □ activity  □ work experience | |  |  | |  | |  | |
| \*\*Describe your major job-related activities such as club/society, participation in team research or research group, talent donation, etc. | | | | | | | | |

I, the undersigned, hereby certify that I have completed this Application Form in accordance with the “Instructions on Completion of Application Form” and the information provided herein are true and correct to the best of my knowledge.

mm. dd. yyyy

Applicant : (signature)

|  |
| --- |
|  |
|  |
| **Personal Statement** |
|  |
|  |

|  |
| --- |
| 1. What is your motivation to apply for this position? (600 words or less) |
|  |
| 2. Describe your strength for successful performance on the role and responsibility of the position based on your experiences. (600 words or less) |
|  |
| 3. Describe your plans for the advances in your field and self-development after joining KAIST. (600 words or less) |
|  |

**Public Institutions’ Pre-Employment Checklist**

|  |
| --- |
| **Checklist for Restriction on Employment of Public Officials Dismissed for Corruption under Act on the Prevention of Corruption and the Establishment and Management of the Anti-Corruption and Civil Rights Commission (ACRC Act) (Confirmation)** |

- For applicants for public institutions (including fixed-term position), and applicants for gov’t-funded job creation programs -

Pursuant to t**he Act on the Prevention of Corruption and the Establishment and Management of the Anti-Corruption and Civil Rights Commission (ACRC Act),** no person who has been dismissed for corruption shall be restricted from employment in any public institution (Article 82). Applicants are required to check whether there are provisions applicable to him/her in advance; in case of a violation, the applicant shall be punished by **imprisonment with labor for not more than two years or by a fine not exceeding 20 million won (Article 89), or be demanded to resign voluntarily** (Article 83).

**<Check the corresponding item□>**

|  |
| --- |
| **1. Have you ever worked as a public official? ---------------------Yes□ / No□**  ※ Definition of “public official”: Paragraph (3), Article 2 of the Act on the Prevention of Corruption and the Establishment and Management of the Anti-Corruption and Civil Rights Commission  A public official under the State Public Officials Act and the Local Public Officials Act, and any other person who is recognized by other Acts as a public official in terms of qualifications, appointments, education and training, services, remuneration, guarantees of status, etc; the head of an organization related to the civil service provided for in Article 3 (2) of the Public Service Ethics Act and an employee of such organization  **2. Have you ever been cited for an “act of corruption related to your job while working as a public official”? (however, as for the time of being caught, include all the acts committed while in service or after retirement) -------------------------------------------------------------------------------------------------------- Yes□ / No□**  ※ Definition of “act of corruption” : Paragraph 4, Article of the ACRC Act  **a. The act of any public official's abusing his/her position or authority or violating statutes in connection with his/her duties to seek gains for himself/herself or any third party**  **b. The act of inflicting damages on the property of any public institution in violation of statutes, in the process of executing the budget of the relevant public institution, acquiring, managing, or disposing of the property of the relevant public institution, or entering into and executing a contract to which the relevant public institution is a party**  **c. The act of coercing, urging, proposing and inducing any act referred to in items (a) and (b) or act of covering it up**  ※ (Example) Sexual harassment, sex trafficking, drunken driving, assault, negligence, violation out-of-service, falseness : Not applicable  Demand for money, receiving bribes, embezzlement of public funds, private use of public property, illegal receiving of allowancesㆍtravel expenses : Applicable |

|  |
| --- |
| **3-1. Have you ever mandatorily retired or been dismissed or discharged from office for committing the act of corruption mentioned above? --------------------------------------------------------------------------------- Yes□ / No□**  **3-2. Has it been five years from the date you retired if you mandatorily retired or has been dismissed or discharged from office due to the act of corruption mentioned above? ---------------------------- Yes□ / No□**  *⇒ Subject to restrictions on employment (Subparagraph a, Paragraph (1), Article 82 of the ACRC Act)*  **4-1. Have you ever been sentenced by a court to a fine of 3 million won or severer punishment for committing the act of corruption mentioned above? ----------------------------------------------------- Yes□ / No□**  **4-2. Has it been five years from the date your punishment is completely executed or the non-execution of your punishment became finally confirmed? ------------------------------------------------------------ Yes□ / No□**  *⇒ Subject to restrictions on employment (Subparagraph b, Paragraph (1), Article 82 of the ACRC Act)*  ※ *In case of falling under Subparagraph a, Paragraph (1), Article 82 of the ACRC Act,  Subparagraph b of the same Paragraph dose not apply. (double application is not allowed.)* |

mm. dd. yyyy

Applicant (signature)