

JOB PORTAL GUIDE

FOR HEARTPOWER STUDENTS AND JOB SEEKERS

**FOR TEACHING JOBS IN ASEAN,
CHINA AND AUSTRALIA**



WELCOME...

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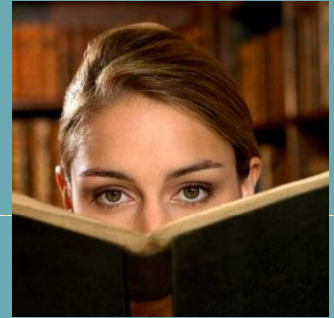
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ABOUT THE PORTAL

- Since 2007 Heartpower has built a network of schools to provide our TESOL and CELTA students the type of after course service we believe you deserve.
- Heartpower never rests to provide the service we promised. This portal is to help Heartpower graduates to find more teaching opportunities within Singapore and BEYOND, including ASEAN, China and Australia. As more schools advertise on this Portal the more exposure your resume can get, and this include schools OUTSIDE Singapore.
- As a graduate you will get access to more features than the general public .
- We thank you for choosing us to do your TESOL /CELTA course with us and we wish you well in finding that teaching opportunity and making a difference....

STEP 1. SIGNING UP....



Go to
www.tesol.edu.sg

1. Click on the Job Portal Link
2. Click Register

There are 2 stages to the process.

You have to register yourself first and then post your resume.

teaching jobs, teacher jobs, teacher vacancies, teaching positions TESOL, ESL, TESL, TEFL : hom - Windows Internet Explorer

http://www.heartpower.com.sg/jobs/

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Partner Schools Latest Jobs

ESL Teacher Science Teacher ESL Teacher

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Employers

Register
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Get resumes by email

Job Seekers

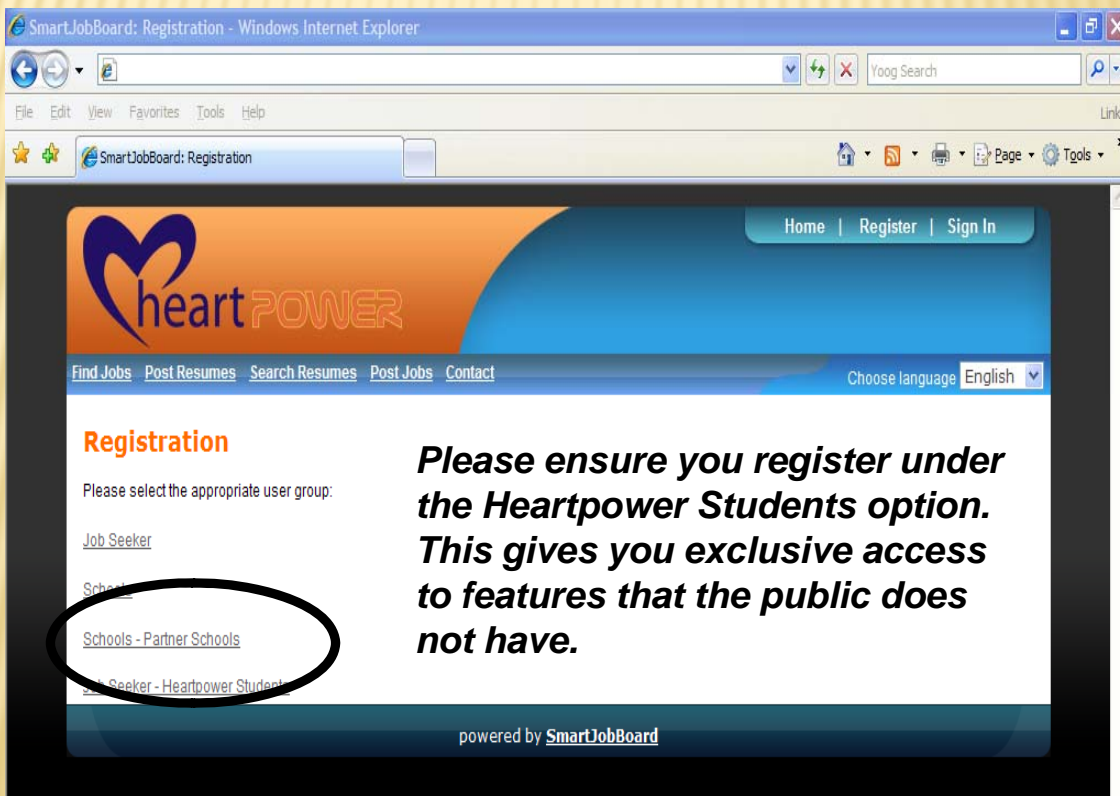
Register
Post resumes
Find jobs
Get jobs by email

Done Internet 100%

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STEP 2. REGISTER AS A HEARTPOWER STUDENT

Click on
Job Seeker – Heartpower Student



STEP 3. REGISTERING YOURSELF

*Prepare the following
details for registration.*

*Fields with * are required
fields.*

Schools have direct
access to your resume.

Tell a friend about a job
you see in 3 seconds.



User name	*	Select a username for yourself. Usually your surname with the first letter of your first name. Eg Tom Smith - smitht
Password	*	Select a password you can remember. You can always change it later on.
E-mail	*	Best not to use your work account here.
First Name	*	
Last Name	*	
Country of Residence	*	If you are somewhat in between countries you can change the status ANYTIME.
City		
Address		
Zip Code		
Phone Number	*	As per Country of Residence, you can change this ANYTIME



STEP 4. POSTING YOUR RESUME

Set up Job Alerts to
your email account.

And after February
2011, sms alerts too.

*Prepare the following
details for posting
resume..*

Tick featured box

Title		What is the title of your application? What sort of teaching jobs are you looking for? Eg ESL Teacher, Maths Secondary Teacher.
Category	*	You can choose more than one option.
Country		Which country would you like to work?
State		Which state would you like to work?
City		Which city would you like to work?
Video		There is an option for Heartpower students to load a video limited to 10mb
Objective		What are your career objectives?
Work Experience		List your work experience details here in bullet points
Total Years Experience		Number of years working experience ideally related to the field you are interested in. Otherwise ANY work experience.
Education		List the qualifications you have in bullet points.
Skills		List the skills you WILL bring to the organisation in bullet points and how it will help them.
Desired Salary		If you wish, consult Heartpower first about how much you should write in here.
Salary Type		Per month? Per year?
Job Type		What type of work are you looking for? Full time, part time or contract work? You can select more than one.
Resume		Upload your resume here. Keep it concise.
Anonymous Resume		You have an option to post an anonymous resume. Please remember if you choose this option to exclude contact details in your uploaded resume!

OTHER FEATURES

Job searching

You can search for jobs using the search criteria and save the criteria. You can save different search criteria. This will help you save time when searching for jobs the next time.

Job alerts

Subscribe to this free service and get job alerts based on the search criteria you saved. Once a job vacancy is advertised that meets your saved criteria an email will be sent to you telling you about this new opportunity. Just click on the hyperlink in the email.

Applying directly online

You can apply to vacancies with a simple click of a button. All your details will be sent directly to the school including a customised message to the school.

Tell a friend

If you see a job vacancy that may be suitable for a friend then you can click on the “tell a friend” and fill in your friend’s email details. The details of the job vacancy will be sent to your friend.

Anonymous resume

To ensure the utmost privacy you have the option to place an anonymous resume. If a prospective school browses through your resume, they can register interest in your resume. An email will be sent to you. You can view the school’s details and choose to respond or not. Please note.... Call them directly first.

Partner Schools

These are schools who have done at least one of the following. Hosted our students for practicum, allowed prospective students to observe a class, employed one of our student with favourable feedback, and attended one of our info sessions,

OTHER TIPS

- If you want your resume to be **anonymous** click on the box AND ensure the resume document you upload has no details revealing your identity.
- Please do your **due diligence** before accepting any offers. Heartpower cannot guarantee the validity of ANY vacancies advertised on the Portal.
- For overseas vacancies ensure that you have the proper legal working visas. If unsure contact the country's representative office in Singapore.
- Use the **job alerts** feature as it looks for jobs for you 24hrs a day, seven days a week.
- Help a friend out and use the tell a friend feature. This Portal is free to use.
- We keep a list of schools we will advise **caution** on. This list is based on students' feedbacks and our experience with them. They will not be permitted to register or post to the Portal.

TERMS & CONDITIONS OF THE PORTAL

Please read the conditions of using this portal carefully.

It can be found on the Portal's homepage

Good Luck!

This is a free service to Heartpower students and Partner Schools.

