

# Application for Change of Workplace

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(Front page)

*Application	Date	Application Number	Authorized Department	*Prior Approval	Head	Section chief	Division chief	Assigned officer
				val			f	icer

※ Please check the appropriate box [ ].

① Applicant Information

Name (in English):	Alien Registration No. (Passport No.):
Nationality:	
Contact information	Residential address in Korea:
	Mobile phone No. (or a phone number where you can be reached):

② Reason for Change of Workplace

- [ ] Expiration of labor contract      [ ] Termination of labor contract  
 [ ] The reasons that are officially announced by the Minister of Employment and Labor, such as temporary shutdown or closure of business, employment permit cancellations and employment restrictions  
 [ ] Injuries

③ Preferred Conditions of Employment

Order of preference	Type of Business (Code)	Type of work task (Code)
1		
2		
3		
Business location	1.(            ) City · Province (            ) Gun · Gu (County) 2.(            ) City · Province (            ) Gun · Gu (County) [            ] Regardless	
Desired salary	Basic monthly salary of (            ) or more	
Other preferred working conditions (Duration of the employment, work hours, etc.)		

I hereby certify that the above information is correct pursuant to Article 25, Paragraph 1 of the Act on Foreign Workers' Employment, etc. and Article 16, Paragraph 1 of the Enforcement Regulations of the same Act.

(YY/MM/DD)

Applicant

(signature)

This application is made to the Head of OO Regional Employment and Labor Administration

Submission by applicant	Copy of passport (if the applicant's alien registration cannot be verified as stipulated in Article 88 of the Immigration Control Act.)	수수료
Verification by authority	The authorized officer verifies whether the applicant is a registered alien pursuant to the Article 88 of the Immigration Control Act.	없음

Authorization for Disclosure of Information

I hereby accept the authorized government employees to disclose and transmit the information provided herein for verification through the common use of administrative information as stipulated in Article 36(1) of the Electronic Government Act.

\* If not accepted, all required documents shall be submitted by the applicant.

Applicant

(signature)

### Application Guidelines

1. Please submit your passport or alien registration certificate when applying for workplace change.
2. Should the application be cancelled or changed, after applying for workplace change, please immediately inform the agency to which application form was submitted.
3. Should a certain information, requested on the workplace change application form, have no relevance to the applicant, then the information does not have to be written on the form.
4. English name must match the name on your passport or alien registration certificate.
5. Provide valid mobile phone number or any other numbers where you can be readily reached for timely job placement.
6. Refer to the KSIC (Korean Standard Industrial Classification) at the job center to complete "Type of Business (Code)" under "3. Preferred Conditions of Employment". Ask staff at the center for help.
7. Refer to the KECO (Korean Employment Classification Occupation) at the job center to complete "Type of Work Task (Code)" under "3. Preferred Conditions of Employment". Ask staff at the center for help.
8. Application form and other forms are provided at the Job Center.

### Procedures

This application will be processed as follows:

