

PJ Premier TEFL

TEFL contracts

Questions List

Top Reminders

- ☐ Know your rights
- ☐ Triple-check everything
- ☐ Get it in writing

Understanding Your Salary

- ☐ What deductions will there be?
- ☐ How much are you paying and does your employer match some of these costs?
- ☐ Do they help you set up a bank account?
- ☐ When do you get paid? (Ensure there is a date on your contract)
- ☐ Do you need to pay your bills or will the company?
- ☐ Are there any moving-in or cleaning costs?
- ☐ What exactly will you be expected to pay for upfront, during and at the end of your contract?

Hours, Vacations and Sick Days

- ☐ Are vacations paid or unpaid?
- ☐ Are they flexible or set?
- ☐ How many paid sick days do you get a year?
- ☐ What happens when you run out?
- ☐ If you miss a class, how much will be deducted?
- ☐ How does class coverage work?

Benefits

- ☐ Do you get free housing or a housing stipend?
- ☐ What does the business legally have to provide you?
- ☐ Do you get your flights reimbursed? (Roundtrip or one-way?)

Additional Questions

- ☐ What happens if I need to break my contract?
- ☐ What happens if the company does?
- ☐ What is my job description?