

표준안

Notice on the Implementation of the
Point-Based Selection System for
Foreign Workers

February 2024

Notice on the Implementation of the Point-Based Selection System for Foreign Workers

The Ministry of Employment and Labor of the Republic of Korea and the Ministry of Labor of Sri Lanka jointly announce the **plan to implement the Employment Permit System and Point-Based Selection System for Foreign Workers** for 2024.

The Point-Based Selection System is designed to recruit foreign workers based on a **comprehensive assessment of individual capabilities including Korean proficiency, physical fitness**(those with color blindness and color weakness are ineligible, and those with herniated discs, amputated fingers, etc. may be excluded from final consideration based on the results of the Job Capacity Assessment), **skills, and job capacity**.

Candidates are screened down to **1.1 times the number of the recruitment quota** through **the 1st round** [Test of Proficiency in Korean (EPS-TOPIK) and assessing color vision deficiency] **based on their test scores among those surpassing the lowest score limits for different industries**.

Those who passed **the 1st round** are then screened through **the 2nd round** (Skills Test and Job Capacity Assessment). The final successful candidates are selected based on the combined scores of the 1st and 2nd rounds.

Those who pass the 1st round **must undergo the 2nd round** to become eligible for final consideration. **The Job Capacity Assessment** is performed only for those

who have submitted the required documents, including **the confirmation of training experiences (or the equivalent of a junior college diploma or higher), certificates of national qualifications, and confirmation of work experiences.**

As those with color vision deficiency (**color blindness and color weakness**) are **ineligible, individual applicants must check their color vision status** prior to the application for the 1st round of screening. Those who have passed the 1st round **may also be excluded from final consideration if assessed to be unqualified for specific industries by the judges in the 2nd round due to other physical conditions.**

February 2024

Supervised by: Ministry of Employment and Labor of the Republic of Korea

Executed by: Human Resources Development Service of Korea

Supported by: Ministry of Labor of Sri Lanka and

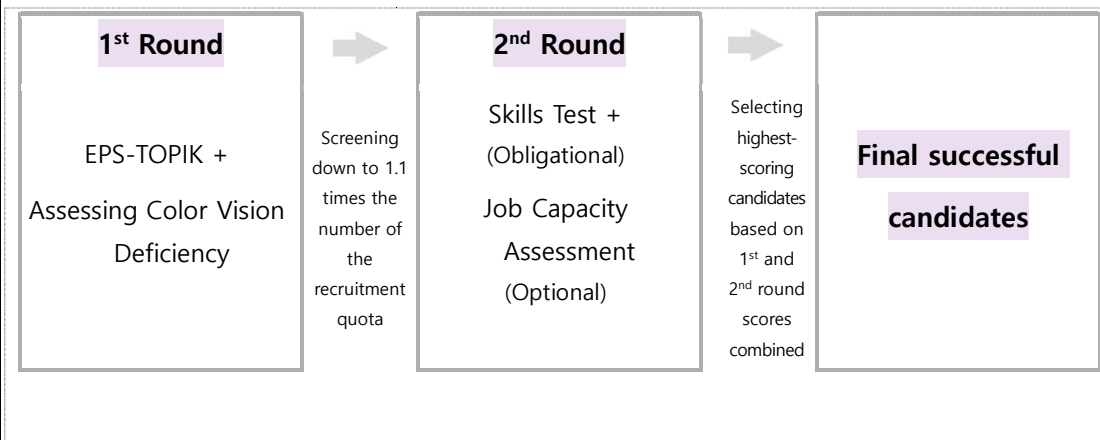
Sri Lanka Bureau of Foreign Employment

Overview of the Point-Based Selection System

▮ Objective

- To help employers screen and recruit competent foreign workers by providing a wide range of information such as EPS-TOPIK and Skills Test results, training history (academic background), qualifications, and work experiences
- Even if the applicant's Korean proficiency is low, opportunities to be hired in Korea will be expanded if the applicant is assessed to be a diligent worker with outstanding skills and sufficient work experiences.

▮ Procedures



▮ Composition and Score Allocation

- Composition
 - (1st Round) 1st Round consists of EPS-TOPIK and assessing color vision deficiency. EPS-TOPIK consisting of 40 multiple-choice questions, with 20 questions each for reading and listening (50 minutes)
 - (2nd Round) The Skills Test consists of physical fitness testing (hand strength and back strength), interviewing, and basic skills testing. The Job Capacity Assessment screens through the submitted documents for those with work experiences in relevant fields, those with training experiences or the equivalent of a junior college diploma or higher (for manufacturing, shipbuilding, only), and those with national qualifications among candidates selected through the 1st round of screening.
- Score allocation and pass-fail criteria
 - (1st Round) To select highest-scoring applicants among those surpassing the lowest score limit

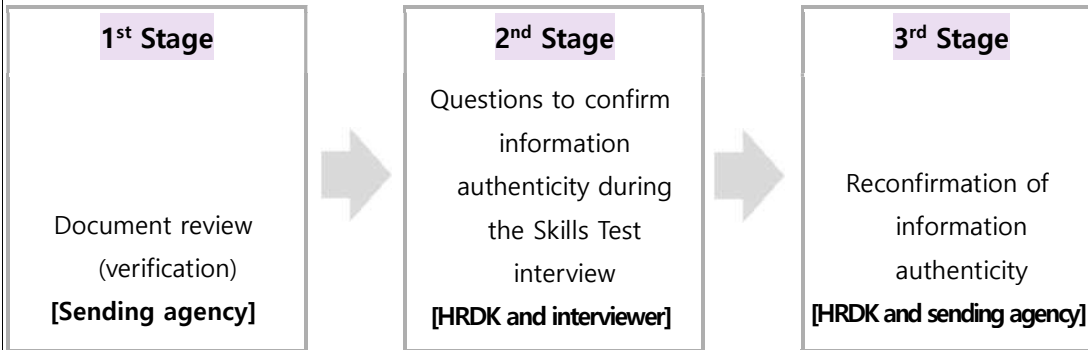
for each industry to 1.1 times the number of the recruitment quota (including ties)

- (2nd Round) To screen out those who score less than 60% of the perfect score in the Skills Test

Industry	Score	1 st Round	2 nd Round	Job Capacity Assessment (additional points)			
				Total	Work experiences	Training/Academic background	Qualifications
manufacturing	200	100	100	5	3	1	1
Shipbuilding	200	100	100	10	5	3	2
Others	200	90	110	5	3	1	1

⌈ **Penalties for Submission of False Documents**

- If any submitted documents are proven to be false, the test results will be nullified. The applicant will also be prohibited from applying to the Employment Permit System for the following four years and be subject to legal action to be taken in consultation with the sending agency.



I Guidance on Tests

1. Timeline of the Point-Based Selection System

Notice	EPS-TOPIK (1 st Round)				Skills Test (2 nd Round)			Announce ment of Final Successful Candidate s
	Application Submission	Announce ment of Date and Venue	Implement ation	Announce ment of Successful Candidates and Timeline for 2 nd Round	Document Submission	Announce ment of Date and Venue	Implementation (in combination with Job Capacity Assessment)	
2. 9.	2. 26. ~ 2. 29.	3. 22.	4. 19. ~ 9. 30.	10. 4.	10. 10. ~ 10. 15.	10. 18.	10. 22. ~ 10. 26.	11. 11.
			10. 1. ~ '25. 2. 1.	'25. 2. 10.	'25. 2. 17. ~ 2. 21.	'25. 2. 28.	'25. 3. 11. ~ 3. 15.	'25. 3. 28.

* The above timeline is subject to change depending on the number of applicants and on-site conditions.

2. Recruitment Quota (Scheduled)

Industry	Recruitment Quota (scheduled)	Criteria for Final Selection
Manufacturing	6,718 persons	To select highest-scoring applicants based on the combined test results from the 1 st and 2 nd rounds of screening to reach the preset recruitment quota for each industry ※ Including ties and excluding those with color vision deficiency
Shipbuilding	1,349 persons	
Fishery	725 persons	
Construction	412 persons	
Service	1(Basis)	
	2(New)	2,539 persons

* If the number of final successful candidates falls short of the preset recruitment quota, the screening process may be conducted again.

3. Industries and Specific Areas for Application

A. The Point-Based Selection System applicant **must select one specific area of the desired industry for application.**

Industry	Specific Areas
Manufacturing	1) Assembly 2) Measurement 3) Joining
Fishery	1) Sea farming 2) In and Off-Shore Fishery
Construction	1) Rebar 2) Carpentry
Shipbuilding	1) Scaffold 2) Insulation 3) Grinder 4) Welding and fit-up (tack welding) 5) Piping, machinery, joinery, and electric cabling 6) Shipbuilding-related manufacturing, etc.
Service1	1) Treatment and disposal of construction and demolition waste 2) Wholesale of materials for recycling 3) Refrigerated and frozen warehousing 4) Publishing of books, magazines and other publishing activities 5) Music and sound recordings publishing 6) General cleaning of buildings 7) Waste collection, treatment and disposal activities; materials recovery 8) Agents involved in the sale of food, beverages and tobacco 9) Wholesale of other fresh food and dried, salted and frozen food 10) Courier activities 11) Other service activities incidental to air transportation 12) Air and land cargo handling
Service2	1) Hotels, Resort condominium, Other general accommodation and provision of accommodation with cooking facilities 2) Korean food restaurants

B. The selected industry cannot be changed after passing the 1st round of screening.

C. **Each applicant is permitted to submit only one application.**

4. Applicant Eligibility

A. Those aged 18-39 (born between 2. 27, 1984 and 2.26, 2006)

- B. Those with no criminal record of imprisonment or heavier legal punishment
- C. Those with no history of forced deportation or departure from Korea
- D. Those with no reasons for a travel ban
- E. Those with no condition of color blindness or color weakness
 - * Those who have suffered a herniated disc, finger amputation, etc., may apply but will be thoroughly assessed in the 2nd round of screening for their job capacity.
- F. Those with no experience of staying in Korea for five years or longer with an E-9 visa (employed in non-professional occupations) or E-10 visa (employed as maritime crew)

- * The period of stay in Korea must be marked on the application form.
- * Those with an experience of staying in Korea for five years or longer with the abovementioned visas are not eligible for application to EPS-TOPIK.
 - * **Six years for those who have been granted an extension of the period of employment activities pursuant to Article 18-2 (2) of the Act on the Employment of Foreign Workers**

5. Submission of Applications to the Point-Based Selection System

- A. Submission period: 2.26.(Mon.)-2. 29.(Thu.), 2024
- B. Submission to: Sending agency
- C. Channels: Sending agency website or offline visit
- D. Required documents

1) Application form (distributed at the sending agency)

- **The test application number is printed on each application form**, and each applicant is allowed to take only one application form.
 - If corrections have to be made, use white-out and overwrite.

2) One copy of passport (or ID card)

When applying for the exam, having a passport valid for 3 months from the date of application is sufficient for the admission. But you must have a valid passport when appearing for the exam.

- ID card with the name marked in English, if possible
- If any of the personal information included in the application form varies from that on the passport, entry will not be permitted. Applicants are fully responsible for ensuring that all information is consistent and are advised to have passports issued prior to application form submission.
- The spelling of the English name, date of birth, sex, and photo included in the application form will be used for job applications in Korea for those who pass the screening rounds and cannot be changed.
- 600 pixels; capacity of 100KB or smaller

3) File of a scanned passport photo (3.5 x 4.5cm) taken against a white background within the last six months

- The photo must be able to ensure identity verification for the applicant to qualify for application.
- JPG format only; capacity of no more than 15KB; 100-300 pixels

4) Application fee payment slip

E. Application fee: USD 28 (or equivalent amount in the local currency)

- The application fees will be refunded for applicants with inevitable reasons if their applications are withdrawn within the submission period (reapplication not permitted once the application is withdrawn).

6. Test Venue and Announcement of Test Dates

A. Venue : CBT Venus of Sri Lanka(Color vision defect assessment room separately required)

B. Announcement of test requirements: 3. 22.(Fri.), 2024

C. Test dates for individual applicants announced via

1) Sending agency website and the bulletin

2) EPS-TOPIK website for the Employment Permit System (epstopik.hrdkorea.or.kr)

II EPS-TOPIK (1st Round)

1. Period (TBD)

- (9-1) 4.19.(Fri.)- 9. 30.(Mon.), 2024

- (9-2) 10. 1.(Tue.), 2024 - 2. 1.(Sat.), 2025

* The test period is subject to change depending on on-site conditions. The test dates for individual applicants will be announced as explained above.

2. Method: CBT

3. Test schedule

Test Session	Handover of test materials and examiner's meeting	Applicant Orientation	Duration	
			Reading (25 minutes)	Listening (25 minutes)
1 st session	08:50-09:00	09:00-09:30	09:30-09:55	09:55-10:20
2 nd session	10:20-10:30	10:30-11:00	11:00-11:25	11:25-11:50
3 rd session	12:50-13:00	13:00-13:30	13:30-13:55	13:55-14:20
4 th session	14:20-14:30	14:30-15:00	15:00-15:25	15:25-15:50

* All applicants must arrive at the exact test venue by the designated time (09:00, 10:30, 13:00, or 14:30 for each session) for orientation.

* The test period and the number of test sessions per day are subject to change.

4. Overview

Category	Number of Questions	Total Duration	Total Points
Reading	20	50 minutes	Perfect score of 100
Listening	20		
Total	40		

* The number of questions and duration are subject to change.

A. Composition and pass-fail criteria

- **(Composition)** 1) Multiple-choice question-solving and 2) reading/listening conducted without break, with 3) assessing color vision deficiency
- **(Pass-Fail Criteria)** Highest-scoring candidates selected at 1.1 times the number of the recruitment quota among those surpassing the lowest score limits of different industries

B. Make sure to bring the test application slip and ID card (passport, etc.) on the day of test.

- Bring the ID card (passport, etc.), of which a copy was submitted with the application form.
- Those who fail to present the proper ID card will not be admitted into the test venue.

**5. Announcement of Successful Candidates from the 1st Round
(Eligible for the 2nd Round)**

A. Date

- **(9-1)** 10. 4.(Fri.), 2024
- **(9-2)** 2. 10.(Mon.), 2025

B. Channels

- 1) Sending agency bulletin
- 2) English website of the Employment Permit System (eps.go. kr)
- 3) EPS-TOPIK website for the Employment Permit System (epstopik.hrdkorea.or. kr)

C. Test results to be checked on the English website of the Employment Permit System (eps. go. kr)

III Skills Test (2nd Round)

1. Required Documents for Job Capacity Assessment

A. Targets: Successful candidates from the 1st round of screening with

work experiences, training experiences or the equivalent of a junior college diploma or higher , or national qualifications in relevant fields

* Those without any training/academic background, national qualifications, work experiences, etc., are not subject to this requirement.

B. Submission period

- (9-1) 10. 10.(Thu.) - 10. 15.(Tue.), 2024

- (9-2) 2. 17.(Mon.) - 2. 21.(Fri.), 2025

C. Submitted to: Sending agency

D. Submission by: Offline visit

E. No submission fees

F. Required documents

- 1) ID card and EPS-TOPIK application slip
- 2) Job Capacity Assessment application form (check with the sending agency or the website)
- 3) Evidential documents for Job Capacity Assessment **(copies to be submitted and originals to be brought on the day of the test)**

Category	Documents	Details	Note
Work experiences (Choose ① or ②)	Certificate of Work Experiences (①)	Applicable to those able to have the employer (or job placement agency on behalf of an overseas employer) issue evidence of work experiences *This may be replaced with the Certificate of Work Experiences printed out from the Employment Permit System website (eps.go.kr) in English	Issued by employers (Attachment 2-2)

Category	Documents	Details	Note
	Confirmation of Factual Grounds of Work Experiences (②)	Applicable to those unable to have the employer (or job placement agency on behalf of an overseas employer) issue evidence of work experiences due to its shutdown/bankruptcy or status (micro-business scale, lack of business registration, etc.) - To be completed by the applicant and signed by two sureties (other than relatives by blood or marriage)	Signed by two sureties and attached with a copy of ID card (Attachment 2-3)
Vocational training experiences	Certificate of course completion at a vocational training institution (original)	Certificate of completion issued by a national or private training institution (including overseas training) *Training course, hours, and details to be specified	Copies to be submitted and originals to be brought on the day of the test
Academic background	Certificate of (expected) graduation, certificate of an academic degree (original)	Certificate of graduation and certificate of an academic degree from the respective school(applicable to manufacturing, shipbuilding, and fishery(special cases) only; academic degrees from abroad not recognized) *Undergraduate major (department) to be specified	Copies to be submitted and originals to be brought on the day of the test
National qualifications	National qualification certificate (original copy) or confirmation of national qualification attainment (original)	Qualifications attained through official test procedures of the government-managed qualification system	Overseas qualifications not recognized, Copies to be submitted and originals to be brought on the day of the test

* If any submitted documents are proven to be false, the test results will be nullified. The applicant will also be prohibited from applying to the Employment Permit System for the following four years and be subject to legal action to be taken in

consultation with the sending agency.

Unrecognized Work Experiences, Qualifications, and Training Experiences (Academic Background)

- 1) **(Work Experiences)** Even if the applicant's work experiences involve activities in relevant fields(manufacturing, construction, agriculture/livestock, and fishery), they will not be recognized as job capacity if they are simple sales, business administration(accounting, personnel affairs, etc.), education, engagement as a public official or public institution staff member (excluding technique- or skill-related job series), engagement in the service industry(cooking, gas stations, restaurants, hairdressing, etc.). However, work experiences in education will be recognized if the respective applicant has engaged in education related to industry-specific techniques/skills.

Example) Experience as a professor(teacher) for hands-on machining at a vocational training institution

- 2) **(Training Experiences)** Training courses with purposes unrelated to industry-specific job tasks are not recognized.

Example) Courses for care workers, accounting staff, management executives, etc.

- 3) **(Academic Background)** This is applicable to those applying for manufacturing, shipbuilding, and fishery(special cases), and majors unrelated to industry-specific job tasks are not recognized. Majors reflecting the traits of individual countries will be recognized if appropriate criteria have been set and offered by each sending country.

Example) Majors unrelated to manufacturing such as medical science, physical education, nursing, accounting, etc.

- 4) **(Qualifications)** Qualifications (licenses) unrelated to industry-specific job tasks are not recognized.

Example) Driver's licenses, language certificates, professional licenses(physician, pharmacist, attorney, etc.), service provider licenses(cooking, hairdressing, etc.), academic degrees, etc.

2. Announcement of Test Schedule and Details

A. Date

- (9-1) 10. 18.(Fri.), 2024

- (9-2) 2. 28.(Fri.), 2025

B. Channels: Sending agency website and bulletin

3. Skills Test and Job Capacity Assessment

A. Test period (scheduled)

- (9-1) 10. ~~22.(Tue.)~~ – 10. 26.(Sat.), 2024

- (9-2) 3. 11.(Tue.) – 3. 15.(Sat.), 2025

Session	Preliminary meeting and preparations	Applicant Orientation (30 minutes)	Test Duration (3 hours)	Scoring
1 st session	08:00-08:30	08:30-09:00	09:00-12:00	12:00-12:30
2 nd session	-	12:30-13:00	13:00-16:00	16:00-17:00

* The designated test date and venue cannot be changed. Those who arrive after the designated entry time will not be admitted into the test venue.

* The document review for the Job Capacity Assessment is performed during the Skills Test.

B. Composition and score allocation

- **(Composition)** Physical Fitness Test (hand strength and back strength), interview, and basic skills

- **(Score allocation)**

Industry	Total	Skills Test			Additional Points	Job Capacity Assessment		
		Physical	Interview	Basic Skills		Work experience	Training/Academic background	Qualifications
Manufacturing	100	30	30	40	5	3	1	1
Fishery	110	30	30	50	5	3	1	1

Construction	110	30	30	50	5	3	1	1
Shipbuilding	Skill test method of Shipbuilding and Service will be announced in April.							
Service								

III Announcement of Final Successful Candidates

1. Date (TBD)

- (9-1) 11. 11.(Mon.), 2024

- (9-2) 3. 28.(Fri.), 2025

2. Channels

1) Sending agency website

2) Website of the Employment Permit System (eps.go.kr)

3) EPS-TOPIK website for the Employment Permit System (epstopik.hrdkorea.or.kr)

3. How to check test results: Website of the Employment Permit System (eps.go.kr)

4. Period of validity of final successful candidate status: 2 years from the date of announcement

IV Notes

1. Those with color blindness and color weakness are ineligible. Those with herniated discs, amputated fingers, etc., will be assessed in the 2nd round of screening for job capacity and excluded from final consideration if deemed incapable of performing job tasks.

2. Smart phones, smart watches, Bluetooth earphones, and other devices

that may support cheating cannot be brought into the test venue. **The possession or use of telecommunications devices on site will be considered a fraudulent act.**

3. If the applicant is found to have engaged in a fraudulent act or have submitted **forged documents for the Job Capacity Assessment**, the applicant's test results will be nullified, and the applicant will be prohibited from applying to the Employment Permit System for **the following four years**.
4. If the information (especially the English name and date of birth) included in the EPS-TOPIK application form is **inconsistent with that on the passport**, the respective applicant, even if the applicant passes the screening rounds, will not be allowed to be included in the job seekers' roster or **enter Korea**.
5. The Certificate of Work Experiences (or Confirmation of Factual Grounds of Work Experiences) will not be recognized as evidence if the name, contact information, signature, and other important items of personal information of the issuer/surety are omitted (to be nullified).

- ◆ (Job Seekers' Roster) Final successful candidates are qualified to be included in the job seekers' roster, but this does not guarantee their employment in Korea.
- ◆ (Medical Checkup) Those restricted from employment in Korea (failure to pass the medical checkup criteria, history of illegal stay in Korea, etc.) are not eligible to be selected as job seekers.
- ◆ (Drug Testing) Those who test positive for drugs after entry may be returned to their countries.
- ◆ (Application Eligibility) Those who have stayed in Korea for five years or

longer on an E-9 or E-10 visa are not eligible for application to EPS-TOPIK.

- ◆ (Fraudulent Acts) Measures to detect and punish fraudulent applicants and illegal proxies are being reinforced. Those who gain employment in Korea through fraudulent acts are subject to legal actions by the law enforcement authorities.

Assessment Tests by Industry

Industry	Category	Assessment Test		Description
Manufacturing	All	Common	① Inserting pins	Insert pins of different sizes, colors, and shapes into the proper positions on the board
			② Hanging rings	Hang rings of different sizes onto the proper positions on the rack
	① Assembly (machinery, molding, rubber)	Specialized	① Assembling	Assemble and disassemble two types of bolts and nuts based on the given diagram within the time limit
	② Measurement (chemicals, metals, food, textile)	Specialized	① Measuring	Perform measuring based on the given volume and length within the time limit
	③ Joining (wood, electronics, etc.)	Specialized	① Joining	Perform joining and disjoining in the designated position within the time limit using the given tools
Fishery	All	Common	① Inserting pins	Insert pins of different sizes, colors, and shapes into the proper positions on the board
			② Stacking heavy articles	Move and stack heavy articles
	① Sea farming	Specialized	① Operating a wheelbarrow	Operate a wheelbarrow loaded with sandbags along the given course within the time limit
	② In and off-shore fishery	Specialized	① Organizing a rope and tying a knot	Organize a rope based on the given diagram and tie the knot within the time limit
Construction	All	Common	① Inserting pins	Insert pins of different sizes, colors, and shapes into the proper positions on the board
	① Rebar	Specialized	① Assembling rebar	Assemble and bind rebar based on the positions and quantity specified in the diagram within the time limit
	② Carpentry	Specialized	① Creating a panel	Create a panel as specified in the given diagram within the time limit

※ Skill test method will be announced in April.

(Work Experiences, Vocational Training Experiences, National Qualifications)

Application for Job Capacity Assessment

Skills Test application no. (filled in by sending agency)							
<p>I pledge that I will take full civil and criminal liability if any information in the submitted documents required for the Job Capacity Assessment Certificate of Work Experiences, national qualification certificates, etc.) is proven to be false or factually inaccurate.</p> <p><u>*Forgery and falsification will result in the nullification of the test results and disqualification for application to EPS-TOPIK for the following four years.</u></p>							
Filled in by applicant		*Color the circle in the correct box(●)					
EPS-TOPIK application no.							
Manufacturing	Assembly <input type="radio"/> Joining <input type="radio"/> Measurement <input type="radio"/>	Fishery	Sea farming <input type="radio"/> In and off-shore fishery <input type="radio"/>				
Construction	Carpentry <input type="radio"/> Rebar <input type="radio"/> Agriculture and livestock <input type="radio"/>	Cultivation <input type="radio"/> Livestock <input type="radio"/>					
Shipbuilding	Scaffold <input type="radio"/> Insulation <input type="radio"/> Grinder <input type="radio"/>	Welding +Fit-up <input type="radio"/> Piping-Machinery, Joinery +Electric Cabling <input type="radio"/>	Shipbuilding-related manufacturing <input type="radio"/>				
Service1	<input type="radio"/>	Service2	<input type="radio"/>				
Date of birth	. . .	Telephone no.					
Date	20 . .	Name and signature	(signature)				
Marked by applicant		*Mark in the correct box.	Marked by sending agency				
<input type="checkbox"/> Work Experiences (if applicable)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">True</td> <td style="padding: 5px; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">False</td> <td style="padding: 5px; text-align: center;"><input type="radio"/></td> </tr> </table>		True	<input type="radio"/>	False	<input type="radio"/>
True	<input type="radio"/>						
False	<input type="radio"/>						
1 year or longer	Less than 1 year						
<input type="radio"/>	<input type="radio"/>						
<input type="checkbox"/> Training/Academic Background (if applicable)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">True</td> <td style="padding: 5px; text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">False</td> <td style="padding: 5px; text-align: center;"><input type="radio"/></td> </tr> </table>		True	<input type="radio"/>	False	<input type="radio"/>
True	<input type="radio"/>						
False	<input type="radio"/>						
Training				Academic background <small>(for manufacturing, shipbuilding, and fishery(special cases) only)</small>			
120 hours(200 hours) or longer	Less than 120 hours (200 hours)	Equivalent of Junior college diploma	High school diploma or lower				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Qualifications (up to 2 qualifications if applicable)

No.	Qualification	Year of issuance	Issued by
1			
2			

True	<input type="radio"/>
False	<input type="radio"/>

<Service industry classification table>

Service 1	<ul style="list-style-type: none"> ① Treatment and disposal of construction and demolition waste ② Wholesale of materials for recycling ③ Refrigerated and frozen warehousing ④ Publishing of books, magazines and other publishing activities ⑤ Music and sound recordings publishing ⑥ General cleaning of buildings ⑦ Waste collection, treatment and disposal activities; materials recovery ⑧ Agents involved in the sale of food, beverages and tobacco ⑨ Wholesale of other fresh food and dried, salted and frozen food ⑩ Courier activities ⑪ Other service activities incidental to air transportation ⑫ Air and land cargo handling
Service 2	<ul style="list-style-type: none"> ① Hotels, Resort condominium, Other general accommodation and provision of accommodation with cooking facilities ② Korean food restaurants

Confirmed by sending agency

Name and signature:

(signature)

<<This form is to be filled in and submitted by the applicant able to have the employer (or job placement agency on behalf of an overseas employer) issue evidence of work experiences.>>

Certificate of Work Experiences

EPS-TOPIK application no.:

Personal information	Nationality		ID no.	
	Name		Contact information	
	Address		Telephone	
			Mobile	
		Email		

Work experiences	Period of service (MM DD, YY-MM DD, YY)	Position	Assigned jobs* (as specific as possible)
	Total	Total period of service: _____ months	

I hereby confirm that the above information, required to verify my work experiences in relevant fields for application to EPS-TOPIK, etc., pursuant to the Korea-Sri Lanka MOU, is accurate. I am aware that I will be subject to **criminal liability for forgery and falsification of official and private documents, etc.,** if any of the information is proven to be false or factually inaccurate.

Date:

Applicant:

(signature)

I hereby confirm that the above information is accurate.

Date:

Company:

Telephone number:

Address:

Representative: (official seal or signature)

Issuer*	
Unit	
Position	
Tel.	
Name	signature

To Chair of HRDK

* Note: If any required information (*) is omitted [the representative's signature (or official seal), the issuer's name/contact information, etc.], the submission will not be recognized as evidence and thus the work experiences entered will be considered invalid.

- * **Complete one certificate for each company (four certificates to be submitted if the applicant has worked for four companies).**
- * **This document may be replaced with the Certificate of Work Experiences printed out from the Employment Permit System website in English.**

【Attachment 2-3】

<<This form is to be submitted with the signatures of two sureties (other than relatives by blood or marriage) by the applicant unable to have evidence of work experiences issued due to the shutdown/bankruptcy of the employer (or job placement agency) or due to the employer's status (micro-business scale, lack of business registration, etc.).>>

Confirmation of Factual Grounds of Work Experiences (standard form)

EPS-TOPIK application no.:

Name		Date of birth	
ID number		Telephone number	

Company	Position	Period of service (MM DD, YY-MM DD, YY)	Assigned jobs	Note
Total		Total period of service: _____ months		

I hereby confirm that the above information, required for application to EPS-TOPIK, etc., pursuant to the Korea-Sri Lanka MOU, is accurate. I am aware that I will be subject to **criminal punishment for forgery and falsification of official and private documents, etc.** if any of the information is proven to be false or factually inaccurate.

Surety 1

Name: (signature) Date of birth:
Address:
Company: Position: Telephone number: (mobile:)
Relationship with the applicant:

Surety 2

Name: (signature) Date of birth:
Address:
Company: Position: Telephone number: (mobile:)
Relationship with the applicant:

Attachment: **One copy of each surety's ID**

***Notes**

- 1) If any required information is omitted (the surety's name, telephone number, etc.), the submission will not be recognized as evidence and thus the work experiences entered will be considered invalid.
- 2) The Confirmation of Factual Grounds of Work Experiences, required in the case of the job placement agency's bankruptcy or shutdown, must be attached with the employment contract or the employment visa/immigration records (for overseas employment) to be recognized as evidence.