

# Finding a Job Teaching English in the Czech Republic

As an emerging former Eastern bloc nation in the heart of Europe, Czech Republic has developed a strong need for English instruction. Apart from the fantastic castles, lively beer halls and beautiful countryside, Czech Republic offers native English speakers from non-EU countries an easier go of it than places like France and Italy.

English teachers typically find work towards the beginning of September, with most contracts ending in late June. January is also a major hiring period. For those looking to teach through the summer, there are some opportunities at summer camps. Schools do recruit internationally on major ESL job boards, but most job-seekers interview and get hired locally. They will typically be responsible for their own airfare as well as housing. Most teachers live in apartments recently vacated by previous teachers, and many room with their coworkers.

For more detailed information on finding a job in the Czech Republic, please refer to International TEFL Academy's [Job Search Guidance Manual](#).

The steps below should be followed in order to successfully find work as an English teacher in the Czech Republic.

## **Before you go....**

### **1. ENSURE THAT TEACHING ENGLISH IN THE CZECH REPUBLIC IS RIGHT FOR YOU.**

...ask yourself the following questions

- **If you are not a citizen of the EU, do you have approximately 500 Euro to pay for a Zivnostensky List (Business Visa) in order to work legally in the Czech Republic?** *The majority of schools in the Czech Republic will not assist teachers to get a work visa but teachers can apply for the Zivno on their own. The Zivno allows teachers to legally work in the Czech Republic. If you are serious about teaching in the Czech Republic, it is important to get this visa as most employers will expect you to have it. [Please read more information on the Zivno below.](#)*

*\*Canadians and teachers from New Zealand may apply for a [Working Holiday Visa](#).*

**What is a visa?** A visa is simply a document (often in the form of a stamp in a passport) issued by a government that authorizes a foreign citizen to enter that government's country for residency, tourism, education and/or work. Read International TEFL Academy's article, "[What is a visa and do I need a visa to teach English abroad?](#)" for more information on visas.

**Student Visas** – It is possible to obtain a student visa which will allow you to work legally in the Czech Republic while you are studying or taking classes. People who live in the Czech Republic as students are legally able to work for up to a certain amount of hours per week. The school you register to take classes at must be recognized by the Czech Government in order to obtain your student visa. International TEFL Academy does not assist students with obtaining a student visa.

- **Are you OK with not having a job before you arrive in the Czech Republic?** *Jobs in the Czech Republic are found in person.*
- **Do you want to teach adults?** *Your students will most likely be business professionals or adults unless you are working at an English language summer camp.*
- **Do you have approximately \$2,400 - \$4,500 USD to support yourself in the Czech Republic for 2 months?**
- **Do you want to be abroad in January or September?** *These are the two main hiring seasons.*
- **Do you have a 4-year degree from an accredited college or university?**

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- Will you be OK with breaking even financially every month? *Schools in the Czech Republic don't offer their teachers benefits such as healthcare, housing, flight reimbursement, etc.*

If you answered “no” to the above questions, it may be a good idea to rethink where you want to teach.

## 2. PREPARE YOUR COVER LETTER AND RESUME

- Review the [Job Search Guidance Manual](#) section on writing a resume and cover letter.
- Model your current resume after the sample resume in the Job Search Guidance Manual.
- Once your resume and cover letter has been updated, email them to Student Affairs to review and offer feedback.

## 3. CHOOSE ONE MAJOR CITY WHERE YOU WANT TO LIVE AND WORK

Most teaching jobs will be found in larger cities such as Prague or Brno. The demand for English teachers in smaller towns is much lower than it is in larger cities due to the amount of language schools there. If you are interested in teaching English in a small town we recommend giving yourself a certain amount of time to find a job. For example, if you want to teach in Ostrava, Czech Republic and are unable to find a job after 2 – 3 weeks, we recommend moving to a larger city such as Prague where the demand for English teachers is much higher and your prospects of finding a job are greater.

## 4. RESEARCH AND FAMILIARIZE YOURSELF WITH THE CITY AND LANGUAGE SCHOOLS

Resources can include:

- International TEFL Academy's [Czech Republic School Finder](#)
- [Teaching English Abroad](#) by Susan Griffith
- Online web searches and a Czech Republic guidebook such as [Lonely Planet](#)

**Preparation tip:** Since jobs as an English teacher are found once you get to the Czech Republic, it's a great idea to plan out what schools you are going to apply to before you go and where they're located. Get a city map and map out where the schools are located. Each day you can visit schools that are located in the same vicinity so you're not travelling from one end of the city to the other in the same day. Use [ITA's Czech Republic School Finder](#) to research language schools.

## 5. DO YOU STILL WANT TO TEACH IN THE CZECH REPUBLIC?

If the answer is YES, do the following:

1. **Start the process to apply for and receive your Zivnostensky.**
  - Contact [Visa Guru](#) in the Czech Republic who can help you receive this visa.  
**Company:** Visa Guru  
**Email:** TLH@VisaGuru.cz

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*The following documents need to be prepared **before** you leave for the Czech Republic:*

- **Bank or Credit Card statement stating that you have access to at least \$6,000 USD:** You will need a letter from your bank that says you have over \$6000 USD (120,000 CZK) in it. This says to the Czech government that you are not going to be a drain on their social services. If you don't have the funds, perhaps your family or friends can transfer money in for the purposes of this letter, and then transfer it back out. The letter is very specific – make sure to check with Visa Guru on what it should entail.
- **Criminal Record Check – Canadians:** As of February 2016, obtaining a Canadian criminal record check (CRC) outside of Canada has become cost prohibitive for visa applicants in many countries. (In the Czech Republic this can cost someone around \$500). Getting your background check before you leave for the Czech Republic is hands-down the most affordable and most recommended option. Please read [this document](#) for more information on obtaining a criminal record check in Canada.
  - **Americans and other nationalities can receive their criminal check in the Czech Republic.**

*The following documents can be prepared **while** you are in the Czech Republic:*

- **Housing Contract:** You will need two documents signed and notarized from your Czech Republic landlord. This means that you should start to look for housing before you get there and try to set up a flat lease with a landlord sooner rather than later upon your arrival to Prague.
- **Criminal Check Affidavit from Embassy in Prague:** If you are American, you need two criminal affidavits signed and notarized in the Czech Republic which you can do easily once you arrive. If you are of another nationality, or have lived in other countries for longer than 6 months in the last three years, you will need a criminal background check from that country. This can take up to 5 weeks, so it's best to get it started right when you arrive.
- **Insurance:** This can cost about \$1,000.00 a year and it covers health, dental, and vision. The insurance is called Complex Insurance and can be purchased in the Czech Republic.

## **2. Book Your Flight**

- When purchasing your flight to Czech Republic it is important to keep a few things in mind. Even though you are probably planning to live in Czech Republic indefinitely, and perhaps don't know when and if you'll return home, many airlines may ask to see proof of a return ticket or onward travel in order to allow you to board your flight. Each airline has different rules so please make sure to check with your airline before making any purchases. When you arrive in Czech Republic the customs agent may also ask to see proof that you have plans to leave the country before your tourist visa expires. In both cases, it is recommended to have either a return ticket or a ticket for onward travel. The date of the return or onward travel must be prior to the expiration of your tourist visa (typically 90 days after entering Czech Republic). If you purchase a round-trip ticket, look into ones that have a flexible return date so that you may adjust the date after you've gone through customs. If you prefer to purchase onward travel, this can be in the form of a bus, train, or flight ticket from Czech Republic to a country outside the Schengen Zone.

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- On what date should you fly to the Czech Republic:
  - There is no specific day that you need to be in the Czech Republic. Below are ITA's recommendations based on the 2 major hiring seasons:
    - a. September hiring season - We recommend being in the Czech Republic around the beginning to middle of September.
    - b. January hiring season – We recommend being in the Czech Republic during the first 2 weeks of January.

Review International TEFL Academy's [travel resources](#) for recommended resources to book your flight.

3. **Book your accommodations** – For those who don't already have family or friends living in the Czech Republic, most English teachers stay in a hostel or other budget accommodations while they are looking for a job. We highly advise against renting an apartment or giving anyone money for accommodations before you arrive. You want to be sure to see the apartment before you rent it and can't always trust people you meet on the internet. Please see the [accommodations section](#) of the travel resources page for recommended resources.
4. **Contact Schools** - Start contacting schools via email around 2 weeks before you will be in the Czech Republic. You can find a list of language schools to contact in [International TEFL Academy's Czech Republic School Finder](#). Contacting schools ahead of time will let them know that you're interested! Even if you don't hear back from the school we also recommend contacting them again when you're in the Czech Republic. When you contact schools before you arrive, include the following information:
  - Resume (as a PDF attachment)
  - Cover Letter (as a PDF attachment)
  - In the body of the email include the following:
    - A brief overview of who you are and your qualifications and that you're looking for a position teaching English.
    - When you will be in the Czech Republic and are available for an interview.
    - Ask if there is a time and day that you can come in for an interview.
5. **Packing and Travel Checklist** – Check [International TEFL Academy's Packing and Travel Checklist](#) for additional items to do and pack before you move to the Czech Republic.

## Once you get to the Czech Republic...

### 1. CELL PHONE

- Now that you live in the Czech Republic you should buy a cell phone and get a local phone number. Talk to the locals (people at your hostel, other expats, etc.) about where the best cell phone deals are. Once you have a cell phone be sure to update your phone number on your resume and cover letter.

### 2. FINISH THE PROCESS FOR GETTING YOUR ZIVNO

- **Housing Contract:** You will need two documents signed and notarized from your Czech Republic landlord. This means that you should start to look for housing before you get here and try to set up a flat lease with a landlord sooner rather than later upon your arrival to Prague.

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- **Criminal Check Affidavit from Embassy in Prague:** If you are American, you need two criminal affidavits signed and notarized in the Czech Republic which you can do easily once you arrive. If you are of another nationality, or have lived in other countries for longer than 6 months in the last three years, you will need a criminal background check from that country. This can take up to 5 weeks, so it's best to get it started right when you arrive.
- **Insurance:** This can cost about \$1,000.00 and it covers health, dental, and vision. The insurance is called Complex Insurance and can be purchased in the Czech Republic.

## 3. BE PREPARED

Once you've settled in it's time to start applying for jobs and preparing for interviews.

- **Dress and Look Professional** – Even if you don't have an interview set up you still want to look as though you are going in for an interview.
  - Men: Slacks/Collared Shirt  
Be clean shaven
  - Women: Skirt/Collared Shirt/Slacks
  - Both: Take out any out of the ordinary face piercings and cover up any tattoos.
- **Get Organized**
  - Read the sample interview questions located in the [Job Search Guidance Manual](#)
  - Have printed copies of your resume and cover letter
  - Bring a sample lesson plan (you may also be asked to do a “demo teaching lesson”)
  - Bring copies of your TEFL Certificate
  - Some schools may also request:
    - Unofficial Transcripts
    - References and/or a letter of recommendation
    - Copy of your college diploma

## 4. APPLY FOR ENGLISH TEACHING JOBS

1. To get a job in the Czech Republic you need to visit schools in person (not by sitting in an internet café.)
  - Before you go, make sure you have checked the location and operating hours of the school.
  - When you get there, ask to speak with the person in charge of hiring English teachers – **Do not just drop off your resume and leave!**
    - If no one is there to speak with you, do the following:
      - Leave your resume and cover letter
      - Ask for contact information for the person in charge of hiring
      - Ask when he or she is typically in the office
      - Return to the school during his or her office hours
    - If the person in charge of hiring English teachers is there, do the following:
      - Politely ask him/her if they have time to speak with you about your qualifications and for you to find out more about their job openings for English teachers.
      - Tell him/her that you are there looking for an English teaching position and can start immediately.

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- If he/she does not have the time to talk with you then, schedule a time that he/she is available for a proper interview.

## **5. FOLLOW UP WITH THE SCHOOL**

- Within 24 – 48 hours after your interview, send a Thank You email to the person you interviewed with. If you don't have an email, it is also appropriate to call.
  - Let them know how appreciative you are of them taking the time to interview you.
  - Let them know that you are interested in the position and that you want the job.
  - Let them know that you are a good fit for the job and give a few main reasons why!

## **6. DO NOT PANIC IF YOU DO NOT FIND A JOB RIGHT AWAY**

- If you find a job the first day you are in the Czech Republic, you are LUCKY! It is completely normal if it takes you a week or two and visits to multiple language schools before you find a job. Be persistent, follow-up with schools, and give it at least 2-3 weeks before you move on to a different location.

## **7. REPEAT STEPS 3 – 5 UNTIL YOU ARE OFFERED A JOB!!**