

Contract Checklist

Never sign on the spot. Ask for the contract in writing and check each point before you commit.

MONEY

- ☐ Base salary and when it is paid
 - ☐ Overtime and extra-class rates
 - ☐ Housing: provided, allowance or neither
 - ☐ Flight reimbursement and end-of-contract bonus
 - ☐ Severance pay and pension contributions
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WORKING TERMS

- ☐ Teaching hours vs total hours on site
 - ☐ Class sizes and age groups
 - ☐ Paid holiday and public holidays
 - ☐ Notice period on both sides
 - ☐ Penalties for leaving early
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From the ESL WAVE Teacher Toolkit — free resources for English teachers across Asia. Adapt freely for your own use.