



Instructions

CONSTITUTION DU DOSSIER

Le dossier doit comprendre :

1. Ce formulaire de candidature, **en double exemplaire**, avec une photographie (format passeport) agrafée et portant au dos le nom du candidat ;
2. Une copie certifiée conforme de votre dernier relevé de notes universitaires ou diplôme obtenu ;
3. Deux attestations de qualification, remplies par des professeurs d'université (imprimés ci-joints) ;
4. Un certificat médical (imprimé ci-joint) ;
5. Une photocopie du passeport en cours de validité (pages 1 à 3) ;
6. Une copie du formulaire d'autorisation de travail pour un salarié étranger – contrat de travail simplifié (Cerfa n° 13653*01) -.

NB : Seule la rubrique 2 – salarié doit être renseignée ; par ailleurs, une photo doit être agrafée et le formulaire signé par le candidat aux endroits prévus. Si nécessaire, ce document peut être téléchargé à :

<http://www.immigration.gouv.fr/IMG/pdf/cerfa13653-01.pdf>

7. Deux photographies de format passeport. Les nom et prénom du candidat devront figurer au dos ;
8. Extrait d'acte de naissance intégral ;
9. Une enveloppe non timbrée libellée à l'adresse à laquelle sera envoyée la nomination. **Cette adresse doit être valable jusqu'à la date de votre éventuelle date de prise de fonctions au 1^{er} octobre de l'année suivant votre candidature. En cas de déménagement, vous devez impérativement indiquer votre nouvelle adresse au gestionnaire du programme de votre pays.** L'arrêté d'affectation sera envoyé à l'ambassade de France dans votre pays par valise diplomatique.

NB : a. Les candidat(e)s sont prié(e)s d'écrire très lisiblement leurs nom et adresse en lettres majuscules et de n'envoyer que des copies des documents conformes aux originaux.

b. Le dossier doit être envoyé complet au gestionnaire du programme dans votre pays. Aucune pièce jointe ne sera acceptée ultérieurement.

Les attestations et le certificat médical doivent être remplis avant l'envoi du dossier.

c. Dans le cadre de la nouvelle législation migratoire, l'attention des candidats est appelée sur le fait qu'ils doivent arriver en France munis du formulaire, « visa de long séjour – Demande d'attestation OFII » , dûment visé par le Consulat français :

<http://www.ofii.fr/IMG/doc/9 - A7 - Formulaire demande d attestation OFII recto verso .doc>

« En application de l'article 27 de la loi relative à l'informatique, aux fichiers et aux libertés du 6 janvier 1978, chaque candidat peut demander au CIEP, une copie de l'information qui le concerne, et bénéficier de l'existence du droit de rectification. En conséquence, si certaines informations vous concernant sont erronées, vous avez le droit d'en demander rectification à l'adresse électronique suivante : assistant@ciep.fr ».

B4 Disponibilité pour l'animation de stages intensifs en lycée durant les congés scolaires (rémunération en heures supplémentaires) :

Oui Non

Section C

PROFIL

C1 Avez-vous déjà été assistant dans un autre pays ? Oui Non

Date : du au

C2 Avez-vous effectué des séjours de plus d'un mois à l'étranger ? Oui Non

Lieu : Date : du au

Lieu : Date : du au

C3 Avez-vous déjà bénéficié d'une bourse à l'étranger ? Oui Non

C4 Nombre d'années d'apprentissage du français :

C5 Votre niveau en français est-il ? Très bon Bon Passable

C6 Quelle(s) autre(s) langue(s) étrangère(s) connaissez-vous ?

..... Très bien Assez bien Passable

..... Très bien Assez bien Passable

C7 Expérience d'encadrement et d'animation :

.....
.....
.....

C8 Expérience pédagogique (services éventuellement effectués dans l'enseignement) :

.....
.....
.....
.....
.....

C9 Pratique des nouvelles technologies :

.....

C10 Précisez quels sont vos loisirs :

.....

C11 Diplôme de fin d'études secondaires

Nom de l'établissement :

Lieu : Date :

Résumé

SUMMARY

For Applicants to the Assistantship in France 2010-2011

R1 Last Name:

R2 First Name:

R3 Email:

R4 Permanent address valid until October 1st, 2010:

Street number and name:

.....

.....

City and State, territory or province: Postal code:

R5 Cumulative total of semesters taken in French:

0 semesters of French 1-2 semesters of French 3-4 semesters of French

5-10 semesters of French More than 10 semesters of French

R6 I have requested the following academies (administrative regions)

1st choice:

2nd choice:

3rd choice:

R7 Preferred type of contract:

1st choice:

2nd choice:

3rd choice:

R8 Please check all or any that apply. You need not have previous teaching experience to be accepted; however, the following information would be useful for us:

- I have taught high school students
- I have taught elementary school students
- I have been a camp counselor
- I have a degree in teaching or in education
- I have an ESL certificate.

R9 I have enclosed the following:

- Proof of university exchange
- Proof of my degree in teaching or education
- Proof of my ESL certificate
- Proof of my acceptance for pedagogical internship or proof of my successful pedagogical training

R10 Please fill out the following:

- Proof of housing for the city and/or zip code of
- Proof of enrolment at the University of..... in France
- Neither of the above

R11 Please fill out the following where applicable:

- I have already participated in the assistantship program in France in (name of the academy).....
- I have already taught abroad or participated in an assistantship program (Name of the program and/or the country) in (year).
- I have never participated in the assistantship program.

AFFIDAVIT

I hereby certify that the following information is correct and exact to the best of my knowledge.

I promise:

- 1. To accept the post to which I will be assigned.**
- 2. To serve during the whole length of my contract and to not stop my functions except with the authorization of the French authorities.**
- 3. To not publish any information regarding school, staff and students, without the authorization from the authorities of the institution.**

Date:

Signature of the candidate (mandatory):

Attestation 1 FIRST TEACHER APPRAISAL

(To be attached to the application form for a prolonged stay abroad as a foreign language assistant)

Last name of the applicant:
First name:

TO BE FILLED IN AND SIGNED BY THE PROFESSOR

Name, professional title and address of the professor:

.....

.....

.....

T1-1 The candidate's personality

	Very good	good	average
Intellectual skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

T1-2 Teacher's comments

.....

.....

.....

.....

T1-3 French language skills

Written French	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
Spoken French	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor

T1-4 Candidate's English language skills

Aptitude to express him/herself:	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> average
Diction:	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor
Accent (if different from standard Canadian):	<input type="checkbox"/> none	<input type="checkbox"/> slight	<input type="checkbox"/> strong

T1-5 In your opinion is the candidate capable of making recordings of his/her voice for use in the classroom?

Yes No don't know

Signature of the teacher:

University stamp (if available):

Attestation 2 SECOND TEACHER OR EMPLOYER APPRAISAL

(To be attached to the application form for a prolonged stay abroad as a foreign language assistant)

Last name of the applicant:
First name:

TO BE FILLED IN AND SIGNED BY THE PROFESSOR

Name, professional title and address of the professor:

.....

.....

.....

T2-1 The candidate's personality

	Very good	good	average
Intellectual skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

T2-2 Teacher's comments

.....

.....

.....

.....

T2-3 French language skills

Written French	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor
Spoken French	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair	<input type="checkbox"/> poor

T2-4 Candidate's native language skills

Aptitude to express him/herself:	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> average
Diction:	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> poor
Accent (if different from standard Canadian):	<input type="checkbox"/> none	<input type="checkbox"/> slight	<input type="checkbox"/> strong

T2-5 In your opinion is the candidate capable of making recordings of his/her voice for use in the classroom?
 Yes No don't know

Signature of the teacher:

University stamp:

Attestation 3 **MEDICAL REPORT**

(To be attached to the application form for a prolonged stay abroad as a foreign language assistant)

LAST NAME:	First name:
Date of birth:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Permanent address:	
.....	
.....	
University:	

1) TO BE FILLED IN AND SIGNED BY THE APPLICANT BEFORE THE PHYSICAL EXAMINATION

Please note that the insurance that you will receive as part of the assistantship program will not cover most pre-existing medical needs.

T3-1 Put a cross before the name of any of the following diseases or complaints you may have suffered from

- | | | | |
|---|--|---|---|
| <ul style="list-style-type: none">• Appendicitis• Arthritis• Asthma• Diabetes• Ear diseases• Eye disease• Frequent colds• Gallstones | <ul style="list-style-type: none">• Hay fever• Heart disease• Hernia• Intestinal disorders• Kidney or urogenital diseases• Low/high blood pressure• Malaria or similar fever | <ul style="list-style-type: none">• Paralysis• Pneumonia• Rheumatism• Sciatica• Severe rheumatoid arthritis• Sinusitis• Skin diseases | <ul style="list-style-type: none">• Smallpox• Stomach disorders• Thyphoid• Tonsillitis• Tuberculosis• Others diseases or handicaps (please specify)... |
|---|--|---|---|

If you have suffered from any of the above, please specify:

1. The exact name of the disease:.....
2. How long it lasted:
3. Your current state of health:.....

T3-2 Have you been under close medical observation during the last five years because of a physical or mental disease? Yes No

If yes, for which disease?

T3-3 Are you currently in good physical and mental condition? Yes No

If not, please supply additional information:

T3-4 Please, give the name, address and telephone number of the person to be contacted in the event of an accident or serious illness:

.....
.....
.....

Date:

Signature of the applicant (mandatory):

2) TO BE FILLED IN AND SIGNED BY THE PRACTITIONER

This questionnaire was compiled using information provided by the French National Medical Association. It takes into account the specific nature of this program of prolonged-stay abroad for students.

T3-5 Give candidate's height and weight in centimeters and kilograms respectively:

Height:cm

Weight:kg

T3-6 Full description of the state of the candidate's lungs:

.....
.....

T3-7 Does the applicant show any symptoms of a contagious disease:

Yes No

T3-8 In your opinion, the applicant's health and physical condition are:

Excellent Good Poor Bad

T3-9 Does the candidate suffer from any physical or mental complaint(s) that would adversely affect a prolonged stay abroad?

.....
.....
.....

T3-10 Do you consider the applicant to be physically and mentally able to teach children of various ages for approximately 12 hours per week? Yes No

T3-11 Observations:

.....
.....
.....
.....

NAME AND TITLE OF THE PRACTITIONER:

Address (stamp):

Date:

Signature:

Before leaving for France the applicant should contact the French Consulate for information about compulsory vaccinations and be able to show the required certificates upon request.

Annexe 1

CHOICE OF CONTRACT

Candidates may request the age group that they would prefer to work with. The French authorities will try to take requests into consideration but CANNOT guarantee that requests will be met.

Primary School - 7 months

- A seven-month contract from October 1st through April 30th
- A 12-hour per week schedule at a maximum of three different schools
- Working with children aged 8-11
- The assistant will be expected to organise oral expression activities on his/her own with small groups of students or to work alongside the teacher in attendance
- Good level of French required.

Primary School - 9 months

- A nine-month contract from October 1st through June 30th
- A 12-hour per week schedule at a maximum of three different schools
- Teaching children aged 8-11
- The candidate will be expected to take a whole class on his/her own and to follow the national curriculum
- Ideal for candidates with, or interested in acquiring, elementary and language teaching experience
- Good level of French required
- Previous teaching experience is an asset.

Secondary School (junior high school or high school)

- A seven-month contract from October 1st through April 30th
- Working with students aged 11-18
- The assistant will organise oral expression activities on his own with small groups of students or work alongside the teacher with the whole class in attendance
- No teaching experience required.

No preference

Studying in France

Language assistants can only be non-registered students at French universities due to the type and duration of their visa (D). This means the assistant is not allowed to take exams. The French universities can only issue a « certificate of attendance » which may be validated by the assistant's home university.

Annexe 2 PREFERRED GEOGRAPHICAL LOCATION

French schools are located in administrative regions called « academies » (Have a look at the map and the web site: www.education.gouv.fr/syst/acad.htm).

CANDIDATES MAY BE PLACED ANYWHERE IN THE « ACADÉMIE ». All posts must provided for, be they in urban or rural areas.

Please note that it is very difficult to find accommodation in Paris/Versailles/Creteil and schools are rarely able to assist.

Candidates may request three academies. They can only request ONE from EACH GROUP.

NB: *Because of restricted numbers of positions available in each academy, French authorities cannot guarantee all candidates will be satisfied.*

Example 1: Choice 1: Besançon
Choice 2: Corse
Choice 3: Lille

You can also choose “no preference”.

Example 2: Choice 1: no preference
Choice 2:
Choice 3:

Example 3: Choice 1: Nancy-Metz
Choice 2: no preference
Choice 3:



Group A	Group B	Group C
Amiens	Aix-Marseille	Caen
Besançon	Bordeaux	Clermont-Ferrand
Grenoble	Corse	Lille
Limoges	Dijon	Nancy-Metz
Nantes	Lyon	Orléans-Tours
Reims	Montpellier	Poitiers
Rouen	Nice	Rennes
Strasbourg	Toulouse	
	Paris région (Paris/Creteil/Versailles)	
	Outre-mer (Guadeloupe, Martinique)	
	Outre-mer (Guyane)	
	Outre-mer (Réunion)	

INFORMATIONS GENERALES

Les candidats souhaitant prendre connaissance par anticipation des précautions à prendre en amont du départ, des modalités d'accueil au sein de l'académie puis de l'établissement d'affectation, de la logique de couverture médicale et de versement des premiers salaires, peuvent déjà consulter les documents d'information produits par le Centre international d'Etudes pédagogiques :

1. ***Les pages Assistants étrangers du site du CIEP*** : elles décrivent de manière détaillée le programme et apportent l'ensemble des informations nécessaires à chaque étape de votre participation au programme : dépôt de dossier, recrutement et mission (<http://www.ciep.fr/assistantetr/index.php>) ;
2. ***Carnet de route de l'assistant de langue*** : ce document est adressé par les académies avec l'arrêté d'affectation courant juin ou juillet. Traduit dans 6 langues (anglais, allemand, espagnol, français italien, portugais), il apporte toutes les informations à connaître avant le départ en poste (<http://www.ciep.fr/carnet-route-assistant-langue/index.php>) ;
3. ***Guide de l'assistant*** : ce document est remis aux assistants lors des stages académiques d'accueil organisés à la rentrée. Il aborde de façon détaillé tous les aspects de la mission de l'assistant et donne de nombreux conseils de vie pratique (<http://www.ciep.fr/assistantetr/docs/guide-de-l-assistant-de-langue-en-france-2009-2010.pdf>).