

汉语教师志愿者需求申请书
Application for Chinese Volunteer teachers

一、 申请机构概况

I. Applicant institution's background information

说明本机构的基本情况、机构特点、在当地教育界影响力、课程设置、整体师资和学生规模等。

Please provide a basic overview of your institution, including the feature of your institution, its influence in the local educational circles, the curriculum settings, your faculty and the scale of students' enrollment, etc.

二、 申请机构汉语教学现状及发展规划

II. Your Chinese language program: current status and development plans

说明本机构目前汉语教学师资和学生情况、汉语教学大纲及课程设置、汉语教材使用情况；未来汉语教学发展计划，预期学生数量和学生汉语水平、所需汉语教师数量和支持志愿者项目的资金预算等。

Please provide specifics regarding your current Chinese faculty and students, your Chinese teaching syllabus and curriculum, and the Chinese teaching and learning materials; your future development plan for Chinese language teaching, expected number of students and the proficiency they can get, the number of Chinese language teachers needed, budget for supporting volunteer teachers, etc.

三、 申请汉语教师志愿者的理由

III. Reasons for requesting volunteer teachers.

四、 汉语教师志愿者岗位要求

IV. Job descriptions

说明拟聘请汉语教师志愿者的人数、条件要求、任教期限、教学对象、课时安排及其他工作安排等。

Please specify the number, qualifications, tenure of service, students, teaching hours and other work requirements of the volunteer teachers.

汉语教师志愿者需求申请表
Chinese Volunteer teacher Application Form

申请机构 Applicant Institution	名称 Name	
	国家 Country	_____州 State_____省 province_____市 city
	地址 Address:	
	<input type="checkbox"/> 城市 Urban <input type="checkbox"/> 郊区 Suburban <input type="checkbox"/> 农村 Rural	
申请机构性质 Type of Institution	<input type="checkbox"/> 公立 Public <input type="checkbox"/> 私立 Private	
	<input type="checkbox"/> 幼儿园 Kindergarten <input type="checkbox"/> 小学 Primary School <input type="checkbox"/> 中学 Secondary School	
	<input type="checkbox"/> 大学 University <input type="checkbox"/> 孔子学院/课堂 Confucius Institute/Classroom	
	<input type="checkbox"/> 其他 Others (请注明 please specify)	
申请机构联系人 Point of contact of the applicant	联系人 Name of Contact Person:	职务 Position:
	电话 Tel.	传真 Fax:
	电子邮件 Email:	
申请志愿者类型 Type of volunteer teachers requested	<input type="checkbox"/> 普通志愿者 Common volunteer teachers <input type="checkbox"/> 孔子学院/课堂志愿者 Confucius Institute/Classroom volunteer	
岗位描述 Job description	<input type="checkbox"/> 汉语教学 Chinese language Instruction <input type="checkbox"/> 文化推广 Culture Promotion <input type="checkbox"/> 行政管理 Administration <input type="checkbox"/> 其他 Others (请注明 Please specify)	
	人数 Number	任期自_____年_____月至_____年_____月 From _____(year) _____(month) to _____(year) _____(month)
	每人每周工作量 Weekly workload of each volunteer teacher 教学课时 Teaching hours__小时 (h) 其他工作 other work hours__小时 (h) 班级数量 Number of classes____个, 学生数量 number of students____个	
	其他(Others)	
教育类型 Educational program offered	<input type="checkbox"/> 学历教育 Degree program <input type="checkbox"/> 非学历教育 Non-degree program	
汉语课程层次 Level of Chinese language courses offered	<input type="checkbox"/> 初级 Elementary <input type="checkbox"/> 中级 Intermediate <input type="checkbox"/> 高级 Advanced	
教学对象 Learners targeted	<input type="checkbox"/> 幼儿 Pre-school <input type="checkbox"/> 小学生 Elementary <input type="checkbox"/> 中学生 Secondary <input type="checkbox"/> 大学生 Post-secondary <input type="checkbox"/> 成人 Adult	
申请机构为志愿者提供的住宿条件 Accommodations provided by the applicant institution for volunteer teachers (check all that apply)	<input type="checkbox"/> 免费住宿 Free accommodations <input type="checkbox"/> 房租 Rent <input type="checkbox"/> 带有基本生活设施 Basic living facilities included (卫生间 restroom、厨房 kitchen、洗浴设施 bath facility、水 clean water、电 electricity) <input type="checkbox"/> 有安全保障 Security Guaranteed <input type="checkbox"/> 卫生条件好 Upgraded sanitation provisions <input type="checkbox"/> 人均住房面积 the per capita housing area____平方米m ² <input type="checkbox"/> 其他 Others (请注明 Please specify)	
申请机构为志愿者提供的其他条件 Other compensations provided by the applicant institution	<input type="checkbox"/> 生活补贴每月 Living allowance per month____美元 US \$ <input type="checkbox"/> 医疗保险 Health insurance <input type="checkbox"/> 意外伤害保险 Accident insurance <input type="checkbox"/> 工作交通 Work-related transportation <input type="checkbox"/> 工作餐 Work meals <input type="checkbox"/> 国际旅费 International travel ticket <input type="checkbox"/> 其他 Others (请注明 Please specify)	

申请机构外方负责人签字 _____ 职务 _____ 日期 _____
Director of the Applicant Institution Signature: _____ Position: _____ Date: _____
申请机构中方负责人（仅指孔子学院/课堂）签字: _____ 职务: _____ 日期: _____
Chinese Director (Only for Confucius Institute/Classroom) Position Date

备注:

Notes:

1. 请将此申请书邮寄或传真至中国驻当地大使馆或总领事馆教育或文化部门。

Please mail or fax the application to the Education or Cultural Office of the Chinese Embassy or Consulates in your country.

2. 根据志愿者待遇相关规定，任教机构须为志愿者提供免费住宿和医疗保险。

According to regulations related to the compensation and benefit for volunteer teachers, the applicant institution should provide free accommodation and health insurance for volunteer teachers.

3. 每位志愿者每周教学课时不超过 20 课时，每课时按照 45 分钟计算。

The weekly teaching load of each volunteer teacher shall be no more than the equivalent of 20 class periods, at 45 minutes per class period.

4. 志愿者教师只做汉语教学，不负责与其无关的外文教学。

Los profesores voluntarios sólo se encargan de la enseñanza de chino, no de la de otros idiomas.

5. 志愿者住宿条件：厨具齐全，满足生活需求。

Las condiciones de alojamiento de los profesores voluntarios: derecho a la cocina con todos los utensilios necesarios instalados que se satisface la necesidad diaria.

6. 住宿尽量安排在教学点附近。

El domicilio de los profesores voluntarios se mantiene lo más cerca posible del lugar donde darán clase.