



CLC Student Trainee Recruitment

To engage students in the Chinese Language Education development, equip them in a Chinese-speaking working environment and empower them for future assignment in the job market, The Chinese Language Center provide student trainee opening.

Position: Student Trainee

Requirements:

1. Current CLC regular programme student from the Cantonese / Putonghua division at level 2 or above.
2. Intend to study in the next school term with the training.
3. Attained a minimum average "B" grade in the last school term of study in CLC.
4. Native speaker of Japanese, Korean, Spanish, French or German. Knowing another foreign language will be an advantage.

The appointee will be working for 8 to 12 hours a week. Scope: (a) Taking duty roster in down-town learning center and answer enquiry in Chinese, English and/ or other foreign language. (b) Translation, editing and proof-reading of materials (c) Internet data search and translation (d) Assisting in the development of language proficiency tests. (e) Provide support to student activities.

Benefits:

- ◆ 9-credit tuition fee exemption in the training school term. For those who are going to enroll a course of 12-15 credits, they are required just to pay the difference. Student visa holder should study at least 12 credits.
- ◆ Job orientation and training will be given.
- ◆ A bonus of HK\$2000 will be given after the training period upon satisfactory performance in work and attained an average grade "B" or above in the study for the School Term.
- ◆ Credits earned through study during the training period are eligible for academic awards offered by CLC.
- ◆ Job reference will be provided to appointee upon satisfactory completion of the training.

Appointment will be made initially for one school term for four months (January to April, May to August, September to December), renewable subject to mutual agreement and satisfactory performance in both study and work. Short-listed candidates will be invited for an interview and a written test.

Application: Download application form from www.cuhk.edu.hk/clc/CLC_trainee_recruit.pdf. Fill in the application form and return to the general office. (Note: students who want to re-enroll to a course should fill in the re-enrolment from first. Students should not, nevertheless, claim the unsuccessful appointment of the student trainee as the excuse of withdrawing from credits / course afterwards. Such an act is still bound by the general refund policy of the Center.)

Closing date: March, July and October or otherwise, to be announced.



新雅中國語文研習所
New Asia--Yale-in-China Chinese Language Center

CLC 實習生招募

爲了讓學生參與對外漢語課程的發展，增加學生在華語工作環境下的經驗，接受裝備加入勞動市場，本所現提供實習生空缺。

職銜: 實習生

申請者資格:

1. 現時就讀本所常規課程第二級或以上，廣東話、普通話組均可；
2. 打算續讀該學期的課程；
3. 上學期獲得整體“B”級或以上成績；
4. 母語爲日語、韓語、西班牙語、法語或德語，同時具其他語言能力者優先考慮。

實習生每週工作 8-12 小時不等，工作範圍：(a) 在市區教學中心當值，以中文、英語或其他外語處理查詢；(a) 材料翻譯、校對及編輯；(c) 互聯網資訊搜索及有關翻譯；(d) 協助處理有關語言測試；(e) 支援學生活動。

福利:

- ◆ 在實習學期內可獲豁免九個學分的學費，若學生報讀 12-15 學分課程，只用支付差價，學生簽證持有人必須修讀最少十二學分；
- ◆ 本所提供在職培訓；
- ◆ 若獲聘用之學生完成實習並工作表現滿意，同時在該學期整體成績達到“B”級或以上，可獲本所發放港幣二千元獎金；
- ◆ 在實習期間修讀之課程學分可獲得承認並可累積作日後頒發有關之學歷證書用；
- ◆ 本所可提供工作證明予表現滿意之實習生。

實習生之合約聘用期爲一個學期（一月至四月，五月至八月，九月至十二月），每期約四個月，續約視乎雙方意願及表現，候選者將獲邀面試及筆試。

申請辦法: 可在 www.cuhk.edu.hk/clc/CLC_trainee_recruit.pdf 下載報名表格，填妥後交回辦公室。(註: 學生欲續讀課程應先填交續讀申請表，以未能取錄成實習生爲由而退出之課程 / 學分申請，將按常規退款守則處理。)

截止日期: 每年三月、七月及十月，或另行通知。



CLC 實習生申請表格 CLC Student Trainee Application Form

請於填寫報名表格前細閱招聘通告並以正楷填寫此表格。

Please fill in this form in BLOCK LETTERS and read the recruitment ad carefully before filling in the form.

| | | | |
|---|---------------------|----------------------------------|---|
| 組別 Division | 級別/ 班別 level/ class | 入學月/年份* MM/ YY of admission * | 在學累積學期數** No. of school terms studied ** |
| <input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 普通話 Putonghua | | | |

* 只計算常規課程 Regular programmes only

** 包括本學期 Including the current school term.

請勾選 Please ✓ if appropriate

本人是第二級或以上之學生 I am a current CLC regular programme students at level 2 or above.

本人打算續讀下學期常規課程並已填寫續讀申請表及打算付有關學費 I intend to study in the next school term and has returned the re-enrolment form and intend to pay the tuition fee.

本人上學期獲得之整體成績 The average grade of my last term study: _____

打算續讀之學分數目 No of credits study intended : _____

甲部 Part A : 個人資料 Personal Particulars

英文姓名 _____ 中文姓名 _____ 稱謂: 先生 小姐 太太 女士
Name in English: _____ Name in Chinese : _____ Title: Mr. Miss Mrs. Ms.
姓氏 Surname 名字 First Name (必須與護照相同 Must be the same as shown on passport)

護照號碼 Passport No.: _____ 香港身份證 (若適用) HKID Card (if applicable): _____ ()

國籍 _____ 性別 _____ 出生日期: (日/月/年)
Nationality _____ Sex _____ Date of Birth: (dd/mm/yy) _____ — _____ — _____

手電: _____ 住宅電話: _____ 聯絡傳真: _____ 電子郵箱地址: _____
Mobile: _____ Home Telephone: _____ Contact Fax: _____ Email Address: _____

通訊地址: _____
Correspondence Address: _____

乙部 Part B : 學歷、工作經驗及技能 Qualifications, Work Experience and Skills

i) 學歷 (只需填寫最高程度) Education (highest level attended)

| 學校/ 學院 School/ Institution | 日期 (月/年) Date (mm/yy) | | 科目/ 範疇 Field of Study | 程度/ 學歷資格 Level/ Award Attained |
|----------------------------|-----------------------|------|-----------------------|--------------------------------|
| | 由 From | 至 To | | |
| | | | | |

ii) 工作經驗 (按逆時間序) Working experiences (in anti-chronological order)

| 公司名稱 Company Name | 地區 Office Location | 工作性質 Business Nature | 職位及職責 Job Title and Description |
|-------------------|--------------------|----------------------|---------------------------------|
| 1. _____ | | | |
| 2. _____ | | | |

iii) 語言能力及背景 Language Skills and Background

1) 母語 Mother tongue: _____

2) 語言能力 Language proficiency 由 0 至 5 (0 = 最低; 5 = 最高) Language proficiency: please use 0 to 5 to indicate (0 = none; 5 = high)

| 語言 Language | 閱讀 Reading | 寫字 Writing | 說話 Speaking | 聽力 Listening | 能力考試名稱/程度/成績 (若有) proficiency examination/ level/ result (if any) |
|---------------------------|------------|------------|-------------|--------------|---|
| 1. 普通話 Mandarin/Putonghua | | | | | |
| 2. 廣東話 Cantonese | | | | | |
| 3. 英語 English | | | | | |
| 4. _____ | | | | | |

丙部 Part C: 聲明 Declaration

1. 本人聲明在此報名表格及隨附文件所載的資料,依本人所知均屬真確。

I declare that all information provided in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.

2. 本人同意如本人獲取錄,本人當遵守研習所的規則及最新公佈。

I consent that if admitted, I will comply with all the Rules and Regulations and any updates stipulated by the Center.

簽名
Signature: _____

日期
Date: _____