

LANGUAGE ASSISTANT PROGRAM 2020

I AM A KENYAN APPLICANT

TUTORIAL GUIDE



ASSISTANTS
DE LANGUE



Call for applications : recruitment of language assistants

Are you Kenyan studying French and would like to become an English Language Assistant in France for 7 months?

The recruitment campaign for English language assistants in France for the 2020-2021 school year is now open until 12th January 2020.

About 70 English assistant positions in metropolitan France and the French Overseas Communities are offered to Kenyan students for the 2020-2021 academic year. Worldwide, approximately 5000 positions are open to more than 50 nationalities of candidates.

Why?

This program is designed to give Kenyan students the opportunity to discover a new region and culture by working alongside an English teacher in a French school environment. The program is not aimed at experienced English teachers, neither is it for students intending to become language teachers, it is simply an opportunity to gain seven months of international professional experience. This program is open to students of all disciplines who can demonstrate a competence in French, and who are seeking to increase their linguistic and cultural proficiency.

What is the Role of the Assistant?

- Participate in language training for students in and out of class. Leading study on themes of civilization and, in general, aiming to interest students and teachers in the language and culture of Kenya.
- Provide help in the classroom with oral and written English for small groups of students. Working either with a teacher in their class, or leading a variety of exercises with a small group of students, or conducting a variety of activities outside of school hours, accompanying the teachers. The assistant will be expected to organize oral expression activities on their own with small groups of students or to work alongside the supervising teacher with the whole class.
- Provide linguistic and cultural assistance to teachers. The assistant can help the teachers on many extra occasions: visits, exchanges, exhibitions, drama groups, publication of a newspaper, school correspondence, club activities, creation of didactic material.

Who is eligible?

- Candidates must be KENYAN citizens. Permanent residents are not eligible.
- Candidates must be between 20 and 35 years of age at the time of taking up their positions
- Candidates must have completed their secondary education in KENYA.
- Candidates must be enrolled at an KENYAN university at the time of application.
- Candidates must have completed at least two years of university studies.
- A minimum Level B1 in French is required
- Candidates must be native English speakers.
- Candidates should preferably be single, as the salary of an assistant is not adequate to support dependents.

FRANCE
EDUCATION
INTERNATIONAL

ASSISTANTS DE LANGUE EN FRANCE

The application form must be filled in electronically:

https://www.ciep.fr/sites/default/files/atoms/files/alve_2020-2021_nom_prenom.pdf

Your application should be sent by email and in hard copy to

application2020alveke@gmail.com

French Embassy P.O.Box 41784 – 00100, Nairobi

Conditions of exercise:

Duration: 7 months from 1 October 2020 to 30 April 2021. The duration of the stay may not be shortened or modified at the candidate's discretion, except in cases of force majeure. Assistants enjoy the same holidays as French students and teachers.

Weekly duties of 12 hours in class and preparation time for courses and activities to be scheduled of about 12 hours also. A «club» at the meridian break may also be asked to lead for one hour a week. Positions available in primary and secondary schools. This service can be spread over one, two or three establishments.

Remuneration: currently, the net monthly salary of an assistant working in metropolitan France is €795. Please note that your first salary will be paid at the end of November 2020. You must therefore be able to advance your expenses (housing, insurance, rental deposit, telephone subscription, living and installation expenses) during the first two months in France. We strongly recommend that you provide a sum of money equivalent to at least 1500 euros for your first two months in France before receiving your first allowance.

Social security coverage: The assistants are covered by the French Social Security for the duration of their contract. A civil liability insurance and a mutual insurance will be required.

Your visa: The French embassy in Kenya grants a free visa.

Transport: International transport to France is the responsibility of the assistant.

The French Embassy will offer 3 tickets to those who present the best results to the DELF/DALF.

Your accommodation: Accommodation in France is the responsibility of the assistant. It is therefore essential to find out about the rental property price in France (rents) and the disparities between the different academies. In order to statistically increase your chances of benefiting from accommodation provided by the host institution, it is advisable to focus on the following academies: Nancy-Metz, Besançon, Limoges, Caen, Rennes. Also note that the cost of living differs from region to region.

You will find all the information on the [guide](#) for the language assistant in France on this specific [website](#).

How?

Applications must be completed on-line by Sunday January 12th, 2020. Late or incomplete applications will not be accepted.

You will find all the information on the guide for language assistants in France

Read more [here](#)

FOLLOW THESE 10 STEPS TUTO

APPLICATION FORM ONLINE:

Follow this guide first by steps.

The application form must be filled in electronically: [click here](#)

Your application should be sent to: application2020alveke@gmail.com

***and in hard copy to:
French Embassy - Julie Briand
P.O.Box 41784 – 00100, Nairobi***

1

First go online and follow this [link](#):

https://www.ciep.fr/sites/default/files/atoms/files/alve_2020-2021_nom_prenom.pdf

2

You don't have to fill it out online, it doesn't work. You must download it and save it in PDF format and then open the document in the latest version of Adobe Acrobat. <https://get.adobe.com/fr/reader/>

This file is composed of different sections to be completed:

- | | |
|------------------------------------|--|
| A. État civil | A. Civil status |
| B. Profil spécifique | B. Specific profile |
| C. Profil | C. Profile |
| D. Lettre de motivation | D. Letter of motivation |
| E. Pièces justificatives à fournir | E. Supporting documents to be provided |

INSTRUCTIONS :

1. Complete all the sections in the folder.
2. You have to choose a teacher from your university or school who validate the application. Submit your fully completed application to the teacher who will complete the form of appreciation and sign it.
3. Sign the different parts of your file to validate it.

Attention: once the teacher has signed the assessment form, you will no longer be able to modify the content of the file.

The applications must be sent in full to the persons in charge of recruitment. Any incomplete application will automatically be rejected and the candidate considered ineligible for the recruitment.

IN CASE YOU ARE SELECTED:

Upon receipt of the email confirming your selection to the Language Assistant Program in France, it will be necessary to prepare the following documents:

1. Birth certificate with filiation;
2. Certificate of Good Conduct from your country of origin;
3. The institution may request other documents depending situations;
4. Have a valid passport.

ASSISTANTS DE LANGUE EN FRANCE DOSSIER DE CANDIDATURE - 2020-2021

Instructions CONSTITUTION DU DOSSIER

Le dossier de candidature doit être rempli **sur ordinateur** et devra être transmis, par voie électronique, au gestionnaire du programme dans le pays d'origine du candidat.

Ce dossier est composé de différentes sections à compléter :

- [A. État civil](#)
- [B. Profil spécifique](#)
- [C. Profil](#)
- [D. Lettre de motivation](#)
- [E. Pièces justificatives à fournir](#)

INSTRUCTIONS :

1. Complétez toutes les rubriques du dossier ;
2. Présentez votre dossier **entièrement complété** au professeur qui complètera la fiche d'appréciation et la signera* ;
3. Signez à votre tour les différentes parties de votre dossier pour le valider.

* Attention : lorsque le professeur aura signé la fiche d'appréciation, vous ne pourrez plus modifier le contenu du dossier.

Les dossiers devront être envoyés **complets** aux personnes en charge du recrutement. Toute candidature incomplète sera automatiquement écartée et le candidat considéré comme non éligible au recrutement.

DANS LE CAS OU VOUS SERIEZ SÉLECTIONNÉ(E) :

Dès réception du courriel confirmant votre sélection au programme des assistants de langue en France, il sera nécessaire de préparer les documents suivants :

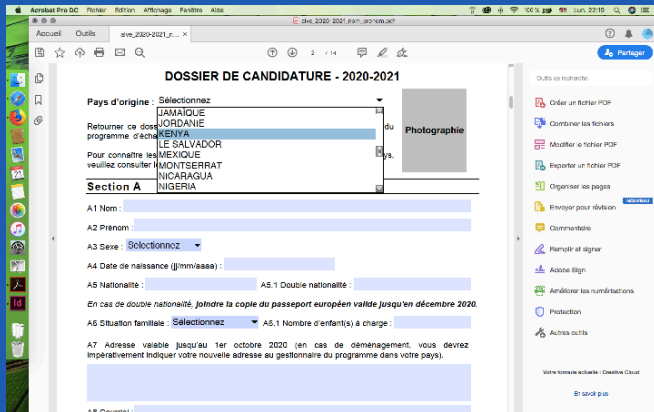
1. [Acte de naissance avec filiation](#) ;
2. Extrait de casier judiciaire de votre pays d'origine.

La liste des documents n'est pas exhaustive, d'autres documents peuvent être demandés par le gestionnaire de votre académie d'affectation. En cas d'interrogations, n'hésitez pas à solliciter votre contact chargé du recrutement dans votre pays d'origine.

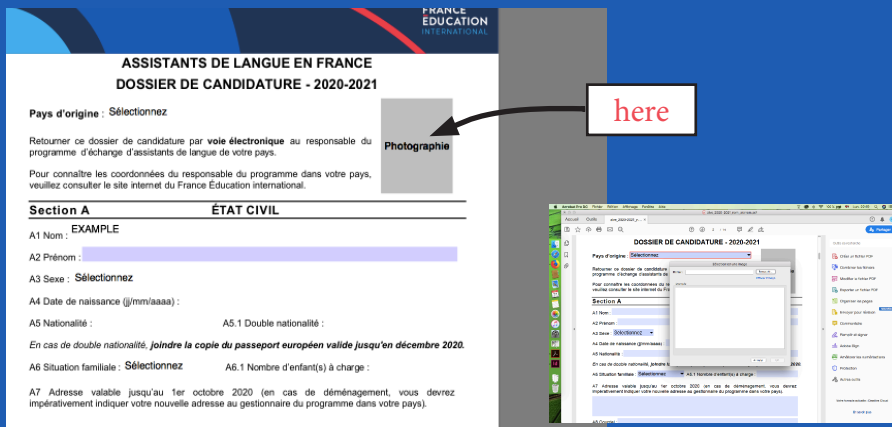
Les informations recueillies font l'objet d'un traitement informatique par France Éducation internationale (le nouveau nom du CIEP) nécessaire au recrutement. Elles sont conservées pendant 3 ans et sont destinées aux personnes travaillant sur le programme d'échange d'assistants de langue. Conformément à la loi "informatique et libertés" (Loi n° 78-17 du 6 janvier 1978 modifiée) et au Règlement général sur la protection des données (RGPD - n°2016-679 du 27 avril 2016) vous bénéficiez d'un droit d'accès, d'opposition/limitation, de rectification et de portabilité sur les informations qui vous concernent. Vous pouvez l'exercer en vous adressant à assistant@ciep.fr

3 Fill out all the form section A, general information

First, pays d'origine (country) choose **Kenya**:



Then insert your **photo**, click on the grey part, and choose your ID photo on your laptop.



Finally put all information required, click on the blue window and fill out : name, surname, etc.

NOTE: your names and surname need must be written as they appear in your passport, for this file and all the communication, emails, mails etc during this program. You can't use any nickname or given name.

ASSISTANTS DE LANGUE EN FRANCE
DOSSIER DE CANDIDATURE - 2020-2021

Pays d'origine : Sélectionnez

Retourner ce dossier de candidature par **voie électronique** au responsable du programme d'échange d'assistants de langue de votre pays.

Pour connaître les coordonnées du responsable du programme dans votre pays, veuillez consulter le site internet du France Éducation international.



Section A ÉTAT CIVIL

A1 Nom :

A2 Prénom :

A3 Sexe : Sélectionnez

A4 Date de naissance (jj/mm/aaaa) :

A5 Nationalité : A5.1 Double nationalité :

En cas de double nationalité, joindre la copie du passeport européen valide jusqu'en décembre 2020.

A6 Situation familiale : Sélectionnez A6.1 Nombre d'enfant(s) à charge :

A7 Adresse valable jusqu'au 1er octobre 2020 (en cas de déménagement, vous devrez impérativement indiquer votre nouvelle adresse au gestionnaire du programme dans votre pays).

A8 Courriel :

A9 Téléphone :

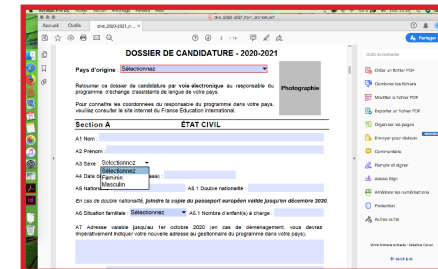
A10 Contact de la personne à prévenir en cas d'urgence :

Nom(s) et prénom(s) :

Téléphone :

Adresse :

Courriel :



Votre adresse courriel est susceptible d'être transmise à la représentation diplomatique de votre pays en France. Si vous ne souhaitez pas que cette information soit communiquée, veuillez nous le signaler en envoyant un message à assistant@ciep.fr

Section B PROFIL SPÉCIFIQUE

B1 Indiquez si vous avez **une passion, un talent ou des connaissances dans un domaine particulier**, en sélectionnant votre domaine dans la liste :

Sélectionnez

Précisez ce domaine et justifiez cette compétence par des habitudes, des expériences ou des études en relation avec ce dernier (lecture quotidienne de presse spécialisée, formation, participation à une conférence, etc.).

B2 Niveaux d'enseignement souhaités ([voir annexe 1](#)) : Sélectionnez

B3 Académies souhaitées ([voir annexe 2](#)) :

Les vœux formulés dans le dossier de candidature seront satisfaits dans la limite des postes disponibles.

Choix 1 :

Choix 2 :

Choix 3 :

B4 Quel choix doit être prioritaire dans votre affectation ? : Sélectionnez

B4.1 Seriez-vous intéressé par une double affectation ([voir annexe 1](#)) :

Sélectionnez

B5 Si vous avez une adresse en France, veuillez l'indiquer ici :

B6 Avez-vous des besoins spécifiques à signaler (maladie, situation personnelle, etc.) ?

4

Fill out all the form section B, your specific profil

B1 Choose a field of knowledge, leisure or preference and explain your choice below.

B2 Choose your assignment preferences. Beware, these are only indications, you will be affected: either in the first degree or in the second degree. You will then provide your service in secondary school and/or high school; either in dual assignment primary school (first level) / college (second level). You will be assigned to 1 to 3 schools and/or institutions. However, and within the framework of a specific project, you may be asked to intervene occasionally in more than 3 schools and/or establishments.

B3 Desired Academies (see Annex 2): The wishes will be fulfilled within the limits of the available positions, i.e. according to the availability you can therefore be assigned elsewhere. You have the right to 3 choices, depending on the group. To complete this section, please read Annex 2 and go next page of this guide to help you with geography. Carefully read and

B4 Which choice should be a priority in your assignment? You must say if it matters more to you geography or more to you the level of the students (minors/juniors or young adult)

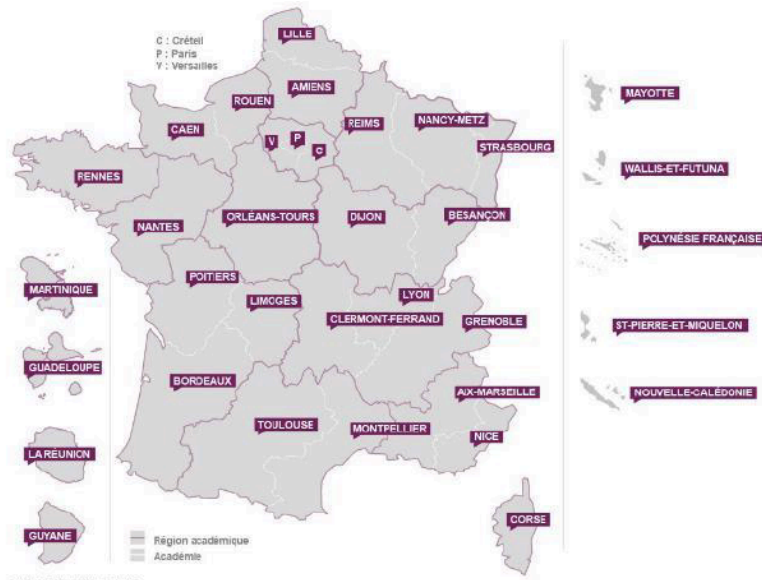
B4.1 Would you be interested in a dual assignment (see Appendix 1)? Would you like to have smaller AND bigger ones. Be careful, even if you put no, you can receive a double assignment.

B5 If you have an address in France, please indicate it here, not mandatory.

B6 Do you have any specific needs to report (illness, personal situation, etc.)? Do not hesitate to indicate everything, in an inclusion process this information can in no way be to your disadvantage or favour: it is only for technical reasons. For example, a person in a wheelchair may be assigned to an adapted school.

Your schedule will be determined according to the levels and needs of the students. This schedule may vary throughout the year depending on the constraints of your school and/or institution. In any case, the duration of your weekly duties will be 12 hours, and the responsibilities entrusted to you require you to be very serious and diligent. Any absence must be justified under penalty of a reduction in your salary in proportion. In case of failure to comply with the missions, the institution or academy may terminate your contract before the end.

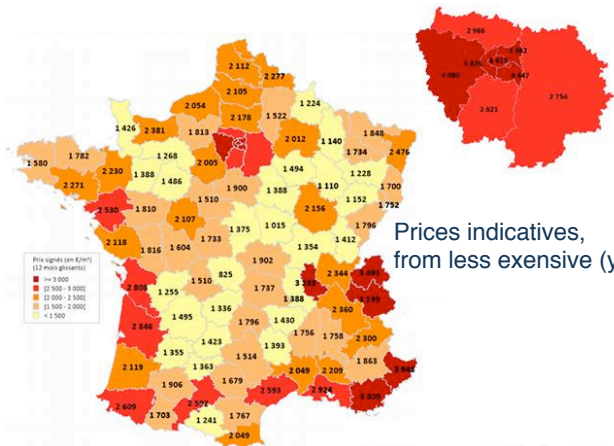
Spotlight: geographical preferences



In France, all schools are administratively part of an academy. Candidates can be assigned to any school in the academy, in urban or rural areas. For example, being assigned to the Toulouse Academy does not mean that you will work in the city of Toulouse, but in the entire region. As a reminder, it is quite difficult to find accommodation in the Paris region and institutions do not necessarily have the possibility to help assistants in their search. On the other hand, the cost of living differs according to the region, you must be careful in your choices. Candidates may request up to 3 academies, **ONLY ONE** per GROUP in the table below. Please note: Depending on the needs, language taught and country of origin, some academies may not be available.

- Exemple 1** Choix 1 : Lyon
Choix 2 : Nice
Choix 3 : Lille
- Exemple 2** Choix 1 : indifférent
Choix 2 :
Choix 3 :
- Exemple 3** Choix 1 : Nancy-Metz
Choix 2 : indifférent
Choix 3

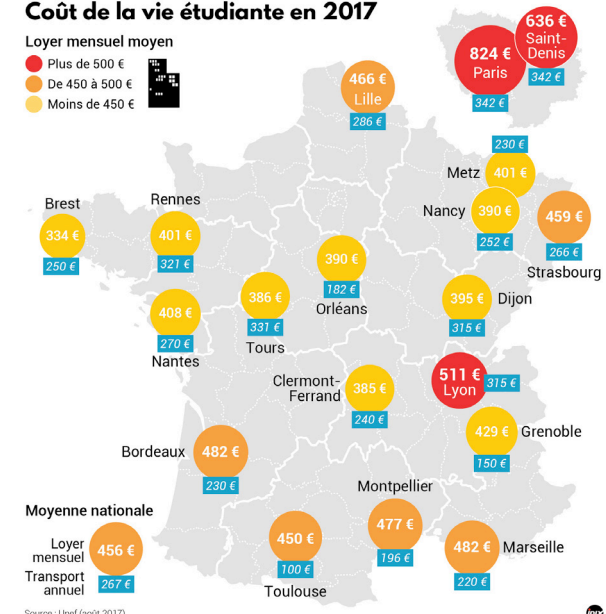
Groupe A	Groupe B	Groupe C
Amiens Créteil Lille Martinique Nancy-Metz Reims Rouen Versailles	Besançon Caen Clermont-Ferrand Dijon Guyane Limoges Lyon Nantes Poitiers Orléans-Tours Strasbourg	Aix-Marseille Bordeaux Corse Grenoble Guadeloupe La Réunion Mayotte Montpellier Nice Paris Rennes Toulouse



Coût de la vie étudiante en 2017

Loyer mensuel moyen

- Plus de 500 €
- De 450 à 500 €
- Moins de 450 €



5

Fill out all the form section C,

C1 Have you ever been a language assistant? Select yes or no from the drop-down menu.

C1.1 If yes, in which country and when?

C2 How did you hear about this program? Via WhatsApp, French Embassy, Facebook, Other ?

C3 Have you been abroad for more than one month? In LIEU enter where and in DATE enter the period.

C4 Your level in French (see appendix 3), and ask advise at your French teacher.

C4.1 How many years have you learned French?

C5 If you have obtained a certification in French, indicate the name, level reached and date of certification: for example DELF B2, DALF B1 etc.

C6 What other foreign language(s) do you know? Swahili? Others? Dialects accepted.

C7 Do you have experience in childcare and school or extracurricular activities? If so, explain in 3 or 4 lines.

Section c		PROFIL	
C1 Avez-vous déjà été assistant de langue ? Sélectionnez			
C1.1 Si oui, dans quel pays ?	Date : du		au
C2 Comment avez-vous connu ce programme ?			
C3 Avez-vous effectué des séjours de plus d'un mois à l'étranger ?			
Lieu :	Date : du		au
Lieu :	Date : du		au
C4 Votre niveau en français (voir annexe 3) : Sélectionnez			
C4.1 Nombre d'années d'apprentissage du français :			
C5 Si vous avez obtenu une certification en français, indiquez le nom, le niveau atteint et la date d'obtention :			
C6 Quelle(s) autre(s) langue(s) étrangère(s) connaissez-vous ? (voir annexe 3)			
	Sélectionnez		
	Sélectionnez		
C7 Expérience de l'encadrement et de l'animation :			

YOUR MISSIONS AND STATUS

The assistant has the status of a state employee (on a fixed-term contract of 6 or 7 months). Your role will be to improve students' communication skills (especially oral communication skills) and to deepen their knowledge of your culture and language. You will support the work of the modern language teachers in the school and/or school where you will be assigned. You will sometimes speak in the whole class in the presence of the teacher or with small groups of students. You are young, so students will feel closer to you. This will allow you to encourage them to express themselves orally, to bring a different dimension to learning and perhaps to get them used to another variety of the same language. Take advantage of this proximity to discuss with students the topics that interest you and them, in relation to the teaching content. Your presence in the school and/or establishment may constitute, for some students, a first contact with a native speaker of the language taught. Deepen with your students the culture and specificities of your country: festivals, cooking, sports, games, historical or legendary characters, etc. You may be entrusted with the following tasks: oral language practice with students alongside the teacher; participation in various educational activities of the school and/or institution; - contribution to authentic recordings intended to enrich the audiovisual collections of schools and/or institutions ; participation in the implementation of educational projects; animation of a language club.

C8 Educational experience (specify the type of audience, e. g. children, adolescents, adults). This is the continuation of the previous question, details should be provided.

C9 Practice of new technologies:

C10 Leisure:

C11 High school education

Name of the establishment:

Location (specify country, city and county):

Year(s): for example from 2012 to 2017

C12 Higher education

Are you currently a student?

Name of the institution where you are studying:

Department name :

Subjects studied :

Dates: from which date to which date

Last exam passed and title obtained (with place, date and other honours if you have obtained any):

C13 Current situation (student, trainee, etc.):

C14 What profession do you plan to work in at the end of your studies?

C8 Expérience pédagogique (précisez le type de public, ex : enfants, adolescents, adultes) :

C9 Pratique des nouvelles technologies :

C10 Loisirs :

C11 Études secondaires

Nom de l'établissement :

Lieu (précisez le pays) :

Année(s) : de _____ à _____

C12 Études supérieures

Êtes-vous étudiant actuellement ?

Nom de l'institution où vous étudiez :

Nom du département :

Matières étudiées :

Dates : du _____ au _____

Dernier examen réussi et titre obtenu (avec lieu, date et mention) :

C13 Situation actuelle (étudiant, stagiaire, etc.) :

C14 Quelle profession envisagez-vous d'exercer à la fin de vos études ?

Wait for step 10 to fill out this part

Je certifie

Je m'engage à

accepter le poste qui me sera attribué ;

effectuer l'intégralité de la mission ;

ne rien diffuser sur l'établissement où j'aurai exercé sans l'autorisation expresse de ces mêmes autorités.

Date :

Signature du candidat* :

Signez ici (toute modification postérieure sera impossible)

Comment faire pour signer électroniquement ?

*Attention : signez uniquement votre dossier après avoir reçu l'[appréciation du professeur \(page 8\)](#).

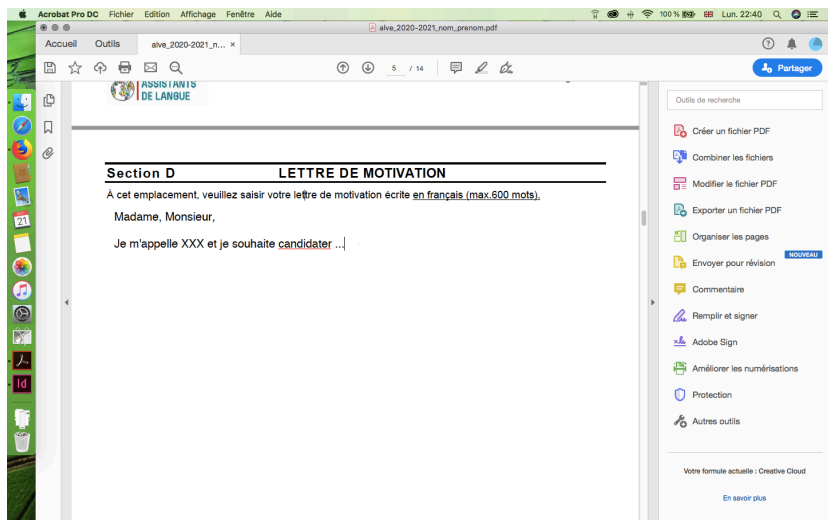
Do NOT sign the document just yet. We will come back to this step 9. Only sign your file after you fill in everything and after you have received the teacher's assessment. After sign, you can't modify anything.



6

Fill out the motivation letter

Here, you will be asked to enter your motivations for applying. Institution recruit students with good results, but also the most motivated or interesting profiles. Why? The program need motivated and diligent candidate. You need to demonstrate why you apply, and it can't be for leisure or just visiting reason. As with any letter of motivation (employment, internship, training...) it is important to talk about yourself, introduce yourself, describe your curriculum and what leads you to enroll in this program. And then to answer the three questions: why you are the perfect candidate, why the person in charge must choose you why your profile corresponds to the program you are applying for? Your cover letter must be constructed to be read in a lightly projective way: show where you come from and where you want to go (you have a project). You must therefore follow a chronology to make your letter and this project as simple as possible. You need to prove your determination, to explain who you are, to talk about your curriculum, your current training and the options you have chosen, your previous experiences (language courses, small jobs, passions, sports, participation in associations...) and what are your qualities that come out of it: autonomy, relational, creativity, responsibility, teamwork, rigour, challenge... always keeping as ideal to link these points of your curriculum. It is important to show here that you are familiar with teaching, with the english language...Finally, on style, the letter must reflect your personality... the jury will kindly read who you are in your letter, your enth-siasm and envy expressed in your letter will excuse any mistakes or clumsiness. Despite the necessary proofreading or advice (especially on spelling or grammar) of your parents freindss or teachers: get help but keep your style. It must be in FRENCH and between 450 and 600 words.



7 Enclose all the supporting documents required : Section E

- 1/ Passport: photocopy or picture of the passport valid until December 2021 (pages with identity, passport number, photo and signature)
- 2/ School certificate for the current year (2019-2020).
- 3/ copy of the last university transcript or diploma obtained.
- 4/ 5/ 6/ Other documents (optional): this can be a letter of recommendation, a certificate of participation in activities, volunteering, etc.

Section E PIÈCES JUSTIFICATIVES

Pièce justificative n°1 : photocopie du passeport valide jusqu'en décembre 2021 (pages avec l'identité, le numéro du passeport, la photo et la signature) ou de la carte d'identité en cours de validité pour les ressortissants d'un pays de l'Union européenne.

Insérer la copie du passeport

Pièce justificative n°2 : certificat de scolarité pour l'année en cours (2019-2020).

Insérer le certificat de scolarité

Pièce justificative n°3 : copie du dernier relevé de notes universitaires ou diplôme obtenu.

Insérer le relevé de notes

Autres documents (facultatifs) :

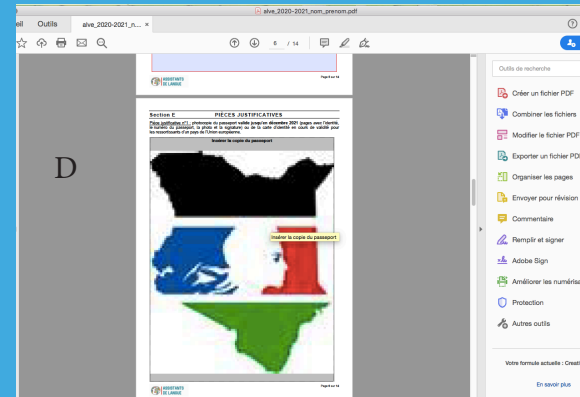
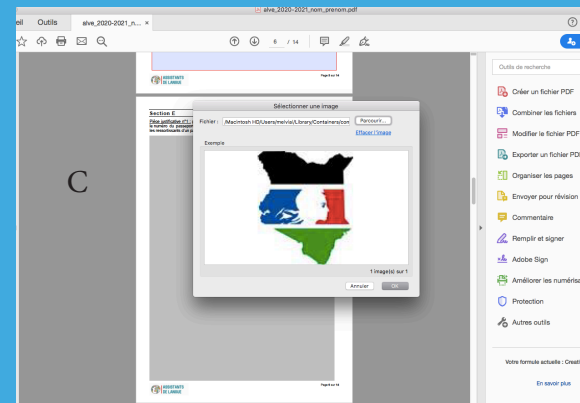
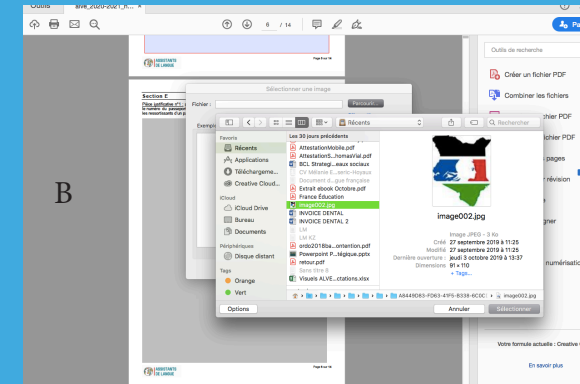
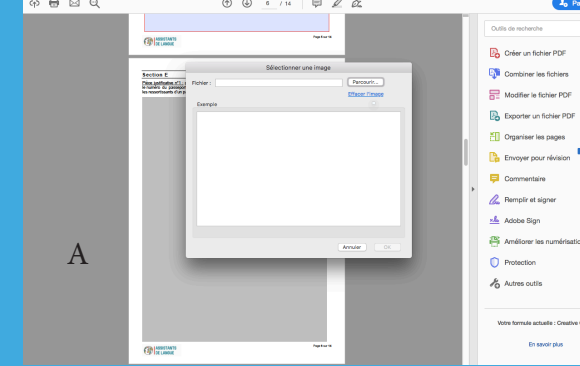
Insérer un autre document n°1

Insérer un autre document n°2

Insérer un autre document n°3

For each of these 3 to 6 documents, the procedure is the same, see the 4 screenshots on the right.

- A. I click in the grey part
- B. I select the corresponding document in my computer
- C. I validate
- D. The document, for example my passport, appears within the box provided for this purpose. For documents 2 to 6 only the title line of the document appears, not the image.



**Attention: this page is only to be completed if the candidate is a family member. If not, leave it blank.
It the same like previous page, fill out the blue part : at City, On XX/XX/2019, your name, etc.)**

Section E ATTESTATION CHARGÉ DE FAMILLE*

À : (lieu)

Le : (date)

À qui de droit

Je soussigné(e), M/Mme _____ ressortissant(e) _____ et
candidat(e) à un poste d'assistant(e) de langue vivante en France au titre de la rentrée académique 2020-
2021, reconnais par la présente avoir été informé(e) par les services de l'ambassade de France à / l'agent
recruteur _____ :

- des conditions de rémunération mensuelle des assistants, agents non-titulaires de l'État, soit 976,49€ brut (de 770 à 785€ net) ;
- de la non-prise en charge par les autorités françaises des frais afférents au voyage et à l'installation dans le pays concerné de mon conjoint(e) et/ou de mon(mes) enfant(s) ;
- qu'il est de ma responsabilité de me renseigner sur les conditions de délivrance du visa permettant à mon conjoint(e) et/ou mon(mes) enfant(s) de m'accompagner en France (uniquement pour les pays hors-Union européenne) ;
- qu'il est de ma responsabilité de me renseigner sur les conditions de scolarisation ou les modes de garde, dans le cas où je serais accompagné(e) de mon(mes) enfant(s), et de prévoir une somme d'argent suffisante pour couvrir les dépenses qui y seraient associées.

Je suis conscient(e) que la rémunération mensuelle ne permet d'assurer la subsistance que d'une seule personne, qu'elle ne serait pas suffisante pour pourvoir aux besoins de ma famille si elle devait m'accompagner et que je ne pourrai en outre engager aucun recours auprès des autorités éducatives françaises en cas de difficultés financières.

Dans le cas où je me rendrais en France avec mon conjoint(e) et/ou mon(mes) enfant(s), je m'engage à souscrire une assurance individuelle couvrant les frais de rapatriement en cas d'accident grave affectant l'un des membres de ma famille ou moi-même.

Pour valoir ce que de droit.

Signez ici (toute modification postérieure sera impossible)

Comment faire pour signer électroniquement ?

*Attention : à remplir uniquement si le candidat est chargé de famille.

This form certifies that you are aware of the conditions:

- the monthly remuneration conditions for assistants, non-titular civil servants of the State, i.e. €976.49 gross (approximately €770 to €785 net);
- the French authorities' are not obliged to cover the costs of travel and installation in the country concerned of my spouse and/or child(ren);
- that it is my responsibility to inform myself about the conditions for issuing the visa allowing my spouse and/or child(ren) to accompany me to France (only for countries outside the European Union);
- that it is my responsibility to find out about school conditions or child-care arrangements, if I am accompanied by my child(ren), and to provide a sufficient amount of money to cover the expenses associated with them.

I am aware that the monthly salary provides for the subsistence of only one person, that it would not be sufficient to provide for the needs of my family if it were to accompany me and that I will also not be able to seek any recourse from the French educational authorities in the event of financial difficulties.

In the event that I travel to France with my spouse and/or child(ren), I undertake to take out individual insurance covering repatriation costs in the event of a serious accident affecting one of my family members or myself.

IMPORTANT: Your first salary will only be paid at the end of the second month of employment for administrative reasons, under the condition that you send your bank account number on time to the CIEP. Be rigorous and plan a minimum of 1000 euros on your account in addition to the money from the flight ticket, in order to live these first two months in France.

Read step 9 to learn how to sign on Adobe Acrobat tool.

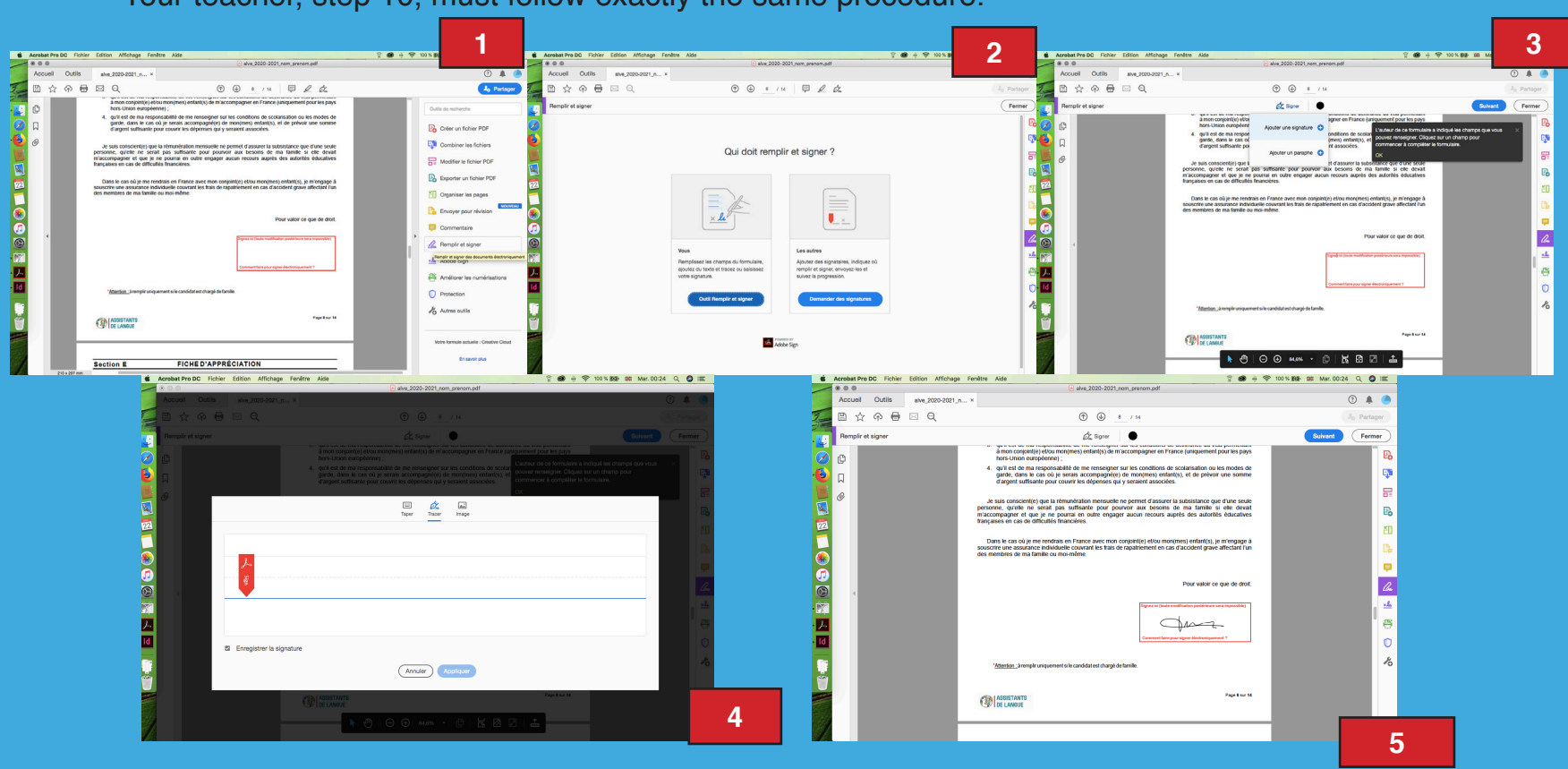
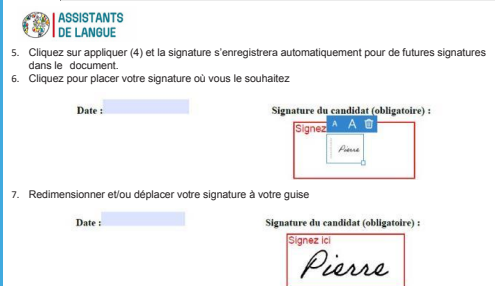
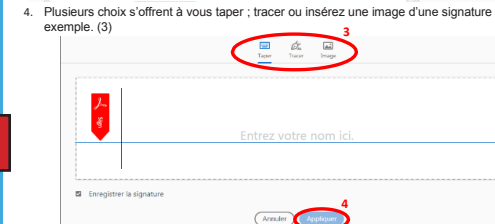
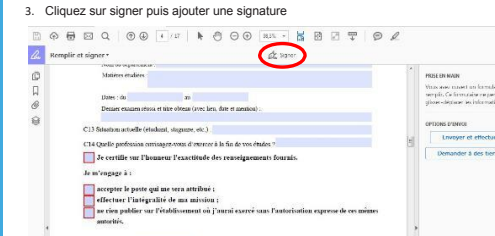
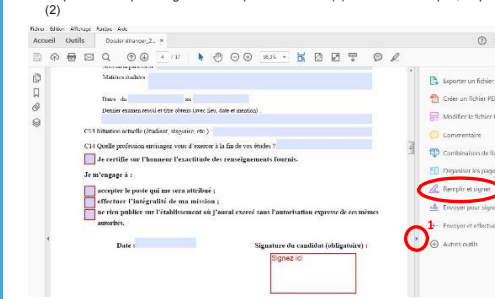
9 How to sign this certificate, by creating your signature on Adobe?

This procedure will be the same for the other signatures as well as for step 10, the signature of the form at the bottom of page 4.

- I choose on the right menu the option COMPLETE AND SIGN
- I validate my choice, left button, tool fill in and sign.
- At the top of the menu I choose: add a signature.
- Then I click on the pencil that allows me to draw.
- I draw my signature and validate.
- Finally, I confirm the addition of this signature, I click on OK, and it's done!

Go page 4 to do the same, sign your document and tick the required boxes.

Your teacher, step 10, must follow exactly the same procedure.



10


Teacher's assessment

Send the document to your french teacher.

Ask them to complete the form page 8 the same way, explain step 9, through Acrobat Adobe tool FILL IN AND SIGN.

Then, ask them to send it back to you, and then sign it, page 4. After this signature you can't modify the file.

From now, application should be sent to application2020alveke@gmail.com and in hard copy to the French Embassy, Julie Briand, P.O. Box 41784 – 00100, Nairobi

Section E	FICHE D'APPRECIATION
À RENSEIGNER PAR LE PROFESSEUR	
Nom, prénom, qualité et adresse :	
E1.1 Caractéristiques du candidat :	
Culture générale	Sélectionnez
Aptitude au travail en équipe	Sélectionnez
Capacité d'adaptation	Sélectionnez
E1.2 Appréciation :	
E1.3 Connaissance de la langue française (obligatoire) (voir annexe 3) :	
Français écrit : Sélectionnez	Français parlé : Sélectionnez
E1.4 Qualité et maîtrise de la langue maternelle :	
Expression orale : Sélectionnez	Accent : Fort
Date :	Tampon et signature :
 Insérer mon tampon	<small>Signez ici (toute modification postérieure sera impossible)</small> <small>Comment faire pour signer électroniquement ?</small>

Congratulations, your file is complete!



In case of enquiries send your questions at Julie Briand at julie.briand@diplomatie.gouv.fr