UNIVERSITY OF PUGET SOUND - HWA NAN WOMEN'S COLLEGE

English Instructor Position

Application Form

This application is for a ten-month appointment as a teacher of English conversation and composition at Hwa Nan Women's College, a three-year professional school in Fuzhou, Fujian province, China. Fuzhou is a flourishing port city on the coast of central China almost directly across the Taiwan Strait from Taipei city. Information about Hwa Nan Women’s College can be found at <http://www.chinawomenscollege.org/location.htm>.

The instructorship involves residence at the College for the academic year and teaching in the Department of Applied Languages. The appointment is part of an agreement between the University of Puget Sound and Hwa Nan College whereby the University will send a recent graduate, a woman, to teach at the College. The position of English instructor will require willingness to abide by the curricular program and procedures of the College, as well as respect and flexibility in adjusting to living in Chinese society.

The candidate selected for the instructorship will live in the Foreign Teachers Residence at the College, with room, board, and basic routine medical coverage provided. University funds in the Charles Garnet Trimble Fund for Chinese Studies provide a fellowship that will cover round-trip air transportation, a policy for emergency medical assistance, a health insurance policy, a travel allowance, and modest but reasonable funds for private use. Direct inquiries about the Puget Sound - Hwa Nan English Instructorship may be addressed to faculty members in the Asian Studies Program. The person selected for the instructorship will be required to sign a University of Puget Sound Liability Release Form.

Application materials submitted to the Asian Studies administrative assistant by the deadline (February 19) must include the following:

1. Completed application form (this form). An on-line application form is also available at <http://www.ups.edu/asianstudies>.
2. Current unofficial transcript (obtain from Registrar's Office)
3. Letters of reference from two faculty members; faculty should submit reference letters separately.
4. Personal statement in response to the following:

   In an essay of 500-600 words, state the basis of your interest in the Hwa Nan English Instructorship and ability to perform the duties of the position for a ten-month period. In this essay, comment on your academic and personal preparation and promise for assuming the position. Please include ample reference to any previous exposure to Chinese civilization, culture, language, and current affairs; in particular, enumerate the contributions of relevant course work at Puget Sound.

Applicants may be asked to interview with the Director of Asian Studies. The selection committee will judge your application on its indications of your qualifications for the position and willingness to reside and work in China according to Chinese patterns of life and the specific circumstances of Hwa Nan College. Please note that the committee values thoughtful and well-presented applications; the committee expects typed entries showing serious interest in teaching at Hwa Nan.
APPLICANT INFORMATION

Name ____________________________________________

(Last) (First) (Middle)

Social Security Number: ________________________________

Address (including ZIP code):

____________________________________________________

____________________________________________________

Email address _______________________________________

Telephone number (including area code):

Home: (_____)_____________ Work: (_____)___________

Permanent address and telephone (if different from above):

____________________________________________________

____________________________________________________

(Telephone)________________________________________

Citizenship: _________________________________________

Birthdate: __________________________________________

Passport number: _____________________________________

Date and place of issue: ________________________________

Date of expiration: ____________________________________

NOTE: If you do not have a valid passport at present, have you taken steps to secure one?

Consulate that will issue your visa: _______________________

Name, address, and telephone number of person to contact in case of emergency: __________

____________________________________________________

(Telephone)________________________________________

(Email address)____________________________________

Names of two University of Puget Sound faculty members who have agreed to provide letters of reference:

Name: ___________________________ Department: __________

Name: ___________________________ Department: __________

University of Puget Sound year of graduation: __________

Major: ___________________________ Minor (if any): __________

Course work especially relevant to the Hwa Nan Instructorship:

____________________________________________________

____________________________________________________

____________________________________________________
Asian Studies courses and grades received:
__________________________________________  __________________________
__________________________________________  __________________________
__________________________________________  __________________________

Asian language courses and grades received:
__________________________________________  __________________________
__________________________________________  __________________________
__________________________________________  __________________________

Other relevant courses and grades received:
__________________________________________  __________________________
__________________________________________  __________________________

Formal teaching experience is not a requirement for the position, but some form of teaching or mentoring experience (for example, a position as a tutor, peer advisor, camp counselor, etc.) is desirable. If you have such experience please indicate the nature of the position(s) you have held:
__________________________________________  __________________________
__________________________________________  __________________________

Health: The demanding nature of this appointment requires health and fitness up to the task. How would you characterize your state of health?
__________________________________________  __________________________
__________________________________________  __________________________

Do you have any special health conditions and any routine medications on which you depend?
__________________________________________  __________________________
__________________________________________  __________________________

Are you willing to arrange and undergo a health examination and a chest x-ray according to requirements for the China visa? (The visa requires a special form to be filled out, otherwise you must undergo the examination and x-ray in China.)

In affirmation of your interest in the Hwa Nan Instructorship and verification of information provided by you in this application, please sign below:

Signature  Date

Due on or before February 19

Submit application materials to:
Lorraine Toler, Administrative Associate, Asian Studies Program
CMB 1054, Wyatt 110