



Ref.Stagegb2

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BOOKING FORM

PERSONAL DETAILS

Names

Sex (circle as inappropriate)

Date of birth

Address (including country)

Home Telephone
(inc Country Code)

Emergency Telephone Contact
(In Home Country)

Email

Nationality

1st language

Passport / Identification Number

Name and address of current/previous college (including country)

Will you be a student when you commence your placement?

TRAVEL DETAILS

Your planned dates of stay.

1st choice:

From

to

Total weeks:

2nd choice:

From

to

Total weeks:

WORK PLACEMENT DETAILS

a) Please state which Level you are applying for (circle as appropriate)

Level 1

Level 2

Level 3

Also indicate your preferred vocational area with 2 other options if applicable (see available choices on the flyer or in the main brochure).

Note all office based jobs include general administration

1st choice

2nd choice

3rd choice

b) Smart, formal wear is required in most offices. No jeans on the first day. Please ask if you are unsure about what to wear.

POLICE CHECKS

Many companies in England now require students and all staff to be in possession of a current police check, known as a CRB. This is not obligatory but if you do not obtain the police check your choice of placements could be limited. Please ask if you have any questions about how to obtain one.

Please complete the following:

a) I have a current police check and include it with my application Yes / No
I will bring the original with me on Day 1 of my practice.

OR

b) I will send the police check within 2 weeks from the time of my booking Yes / No

OR

c) I will not have a police check. Yes / No

FUNDING

Are you receiving any of the following funds:
Leonardo Da Vinci, Erasmus, ESF, or other?

If so please specify:

Please note that if you require any FUNDING PAPERWORK to be signed by your placement company or STAGES it must be sent to us at least 4 weeks before your placements starts. If not we cannot guarantee it being completed on time.

DOMESTIC DETAILS

a) Do you require accommodation in a local host family? Yes / No
Circle as appropriate

If yes, please give dates.

Host family required from to Total weeks:

b) Do you require a single room in your English Host's house? * Yes / No

*According to seasonal demand, a supplement of £15 per week may be required to guarantee single occupancy. Please note that during peak periods, particularly July, we might not be able to offer you single occupancy; sharing a twin bedroom might be necessary. We would of course try to satisfy your preferred request.

c) Do you have any particular allergies or food requirements? Yes / No
Circle as appropriate

If Yes, please describe briefly. However note that if they are rare or too numerous we might not be able to satisfy your request.

d) Are you a smoker? Yes / No
Please note Smoking is NOT ALLOWED in the family home.
Circle as appropriate

MEDICAL HISTORY

Please describe any particular health issues EUROMA should be aware of or medication that you are taking on a regular basis. Please note you should be in a fit and healthy state on arrival in the UK, ready to take up Work Placement.

CONFIRMATION OF BOOKING

I have read and understood the accompanying guideline notes and the Terms and Conditions and wish to place my booking with our correspondent. Yes / No

I understand that this work experience is unpaid. Yes / No

I can confirm that I am fit and healthy and consider myself mature enough to take up my work placement. Yes / No

Name (please print) :

Signature

Please note:

- A COPY OF YOUR CV (IN ENGLISH) MUST ACCOMPANY THIS BOOKING FORM

- A SEPARATE BOOKING FORM MUST BE COMPLETED BY EACH STUDENT, AND A COPY SHOULD BE RETAINED FOR REFERENCE PURPOSES.