

Application Form



European Placement Network LTD
<http://epnuk.com/>

Bristol Office:

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Manchester Office:

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Minshull St, Manchester M1 3DZ
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How to fill in this form:

Part 1: General Placement Information

In this part we will ask you for your basic contact details, a clear photo of you showing your face (no sunglasses or hats, unless in cases it's for religious purposes) allergies, diet preferences and your internship choices. Please make sure the information you enter is correct especially your contact info (telephone and email address).

Please note if you add any allergies EPN may ask to see a certificate from your doctor confirming your allergies.

Part 2: Education/Professional Skills

When we receive your application file, we will carefully read all fields and based on that we will assess your suitability to carry out an internship abroad, evaluate your experience and check concrete examples of your work so please add as much information as possible. Please note: When choosing your preferred placement and tasks, consider your current English level. If your English level is low companies may offer you internships and tasks adapted to your English level.

Example: *Marie is a Communication and Marketing specialist in France and she would love to do a work placement as Communication Specialist in a big agency in Liverpool, however, Marie's English level is basic, she doesn't understand questions, struggles to write and speak in English. Even though Marie is very qualified she does not have the required language skills to work in her desired choice so she needs to think of a choice more suited to her level of English.*

Part 3: Additional Information for Technical/Creative Profiles

If you are interested in doing a work placement in *Information Technology, Graphic Design, Architecture, Engineering, Automation or other sectors that require you to work with specialized software, machines and procedures*, please add examples of your work in this section (portfolio, pictures, project description) you can also include a Google Drive or Dropbox link if you prefer.

IMPORTANT: to help us quickly identify your application, when you finish completing this form please rename it with your name and surname when saving the form. Example: if your name is Tom Peterson please save this document as

"PETERSON_TOM_EPN_APPLICATION"

Privacy Notice :

Person responsible for data processing: Maeve PARNELL

The information provided on this form is compulsory. It is subject to computer processing in order to draw up the documents required for your international mobility.

The recipients of the data will be your sending organisation, the European partners (responsible for prospecting for work placements in the destination country(ies), logistical organisation and trainee follow-up), as well as the host company(ies)/structure(s).

Your data will be kept for a maximum of 5 years and will not be disseminated outside the above-mentioned organisations. It will not be used for commercial purposes.

You have the right to access and rectify your information. If you wish to exercise this right and obtain the information, please send an e-mail to manchester@epnuk.com.

Part 1: General Placement Information

| | |
|--|--|
| Picture |  |
| Full name | |
| Telephone | |
| Email | |
| Gender (Male/Female) | |
| Address | |
| Date of birth | |
| Nationality | |
| Passport Number | |
| Passport Expiry Date | |
| In which country would you like to do your internship? | Ireland |
| Preferred date of Arrival | Arrival in Ireland on 08/08/2024, start of internship on 19/08/2024 OR Arrival in Ireland on 08/02/2025 start of internship on 24/02/2025 |
| Internship duration in weeks | approximately 22 weeks |
| <p>Please answer the questions below and inform us of any specific requirements you have (medical, religious, disability) if you answer "yes" to any of the questions please specify as much as you can.</p> | |
| Do you want a non-smoking accomodation? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Food allergies, Dietary requirements | |
| Allergies | |
| Health issues (Asthma, depression, disabilities) | |
| Will you be fully vaccinated against COVID-19 before departure? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Emergency contact | |

| | |
|--|--|
| (Name, telephone & email address) | |
| Do you consent to us sharing your contact details with other candidates? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please sign and date below to confirm the above information is correct and that you consent to the sharing of your contact details:

X

Work placement choices

| | |
|---|--|
| <p>Please tell us what position you are looking for and a detailed list of tasks for <u>all three choices!</u></p> | |
| CHOICE 1 | |
| Sector (e.g. Marketing, Administration, Engineering) | |
| Job title (e.g. Marketing Assistant, administration, assistant, automation engineer) | |
| Examples of tasks please give as much detail as possible. (minimum 5 tasks) | |
| CHOICE 2 | |
| Sector | |
| Job title | |
| Examples of tasks please give as much detail as possible. (minimum 5 tasks) | |
| CHOICE 3 | |
| <p><i>Please note: For this choice you can choose something you have an interest in such as a hobby, working with a non-profit organisation, volunteering or working in sales, tourism, culture, hotel reception or any other client facing position.</i></p> | |
| Sector | |
| Job title | |
| Examples of tasks please give as much detail as possible. (minimum 5 tasks) | |

Part 2: Education/Professional Skills

| <i>Please develop your answers as much as possible</i> | |
|---|---|
| Your degree/diploma and specialization: | two years of apprenticeship in Switzerland are done, Apprenticeship: |
| Description of your degree and the skills you acquired while studying: | |
| Last or current company where you (have) work(ed): | |
| Your Job title: | |
| Location (City and Country): | |
| How long have you worked for the company? (from 00/00/0000 to 00/00/0000) | |
| Your main duties/skills: | |
| In case you are no longer working, how long have you been unemployed? | I am still employed at my company and will be employed until I leave for my internship. |
| Projects you have worked on: | |
| Please describe us what is your greatest achievement: | |
| <i>If you have work experience this needs to be work related, if you are a student you can mention a school related project</i> | |
| Please list all your computer/software skills: | |
| What languages you speak and to what level? | |
| What would you like to achieve from your internship abroad? | |

Part 3: Additional Information for Technical/Creative Profiles

Please complete this part if you want to carry out an internship in a technical, creative or scientific sector such one of the following:

IT (Software/ Hardware, Web, App Dev, Network etc), Graphic Design, Architecture, Engineering (Civil, Electrical, Chemical, IT, Food, Agriculture)

If you have an online **portfolio** please add the link below:

Please showcase examples of your work such as flyers, manuals, apps, games, websites, pictures of projects, designs, code you've written and blueprints. If the file is too big or you can't upload it in here you can send it to: **manchester@epnuk.com**