

## Application Form

**WARNING!**

If you are not a European citizen or from Norway, Switzerland, Lichtenstein or Iceland, you will not be able to carry out a professional training in the United Kingdom.

However, you may be able to do a language course in the UK, for more information please contact your school administration.

**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 or 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

“**EPN\_APPLICATION\_TOM\_PETERSON”**

**Part 1: General Placement Information**

|  |  |
| --- | --- |
| Picture |  |
| Full name |  |
| Telephone |  |
| Email |  |
| Gender (Male/Female) |  |
| Address |  |
| Date of birth |  |
| Nationality |  |
| Preferred date of  Arrival in the UK |  |
| Preferred location in the UK (not guaranteed) |  |
| Internship duration in weeks |  |
| *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.* | |
| Do you want a  non-smoking family? | Yes / no |
| Food allergies,  Dietary requirements |  |
| Allergies |  |
| Health issues (Asthma, depression,  disabilities) |  |
| Emergency contact  (Name & telephone) |  |

**Work placement choices**

|  |  |
| --- | --- |
| *Please tell us what position you are looking for and a detailed list of tasks for* ***all three choices!*** | |
| **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** | |
| *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.* | |
| Sector |  |
| Job title |  |
| Examples of tasks please give as much detail as possible.  (minimum 5 tasks) |  |

**Part 2: Education/Professional Skills**

|  |  |
| --- | --- |
| *Please develop your answers as much as possible* | |
| Your degree/diploma and specialization: |  |
| 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? |  |
| Projects you have worked on: |  |
| Please describe us what is your greatest achievement: |  |
| *If you have work experience this needs to be work related, if you are a student you can mention a school related project* | |
| Please list all your computer/software skills: |  |
| What languages you speak and to what level? |  |
| What would you like to achieve from your internship in the United Kingdom? |  |

**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:

“LINK”

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** or **bristol@epnuk.com**