



IMPORTANT YOU MUST READ THIS BEFORE APPLYING FOR WORK EXPERIENCE

The English & Work experience programme must comprise modules of English and a module of Work Experience. You must choose an option from SECTION E.

You must be able to answer Yes to the following questions, for the English & Work Experience Programme:

	YES	NO
When you start your English & Work Experience Programme.		
...will you be 18 years old?	<input type="checkbox"/>	<input type="checkbox"/>
...will you have an upper-intermediate level of English?	<input type="checkbox"/>	<input type="checkbox"/>
Are you sending...		
...this application form	<input type="checkbox"/>	<input type="checkbox"/>
...a letter of motivation explaining why you would like to work in the company?	<input type="checkbox"/>	<input type="checkbox"/>
...a full C.V. (Curriculum Vitae/Résumé)?	<input type="checkbox"/>	<input type="checkbox"/>
If you are from a EEA* country:		
Will we have 8 weeks between when you book and when you start your work experience?	<input type="checkbox"/>	<input type="checkbox"/>
If you are from a non-EEA country:		
Do we have 10 weeks between when you book and when you start your work experience?	<input type="checkbox"/>	<input type="checkbox"/>
Will you apply for a CODE 2, STUDENT VISA?	<input type="checkbox"/>	<input type="checkbox"/>

*EEA is The European Economic Area and includes the following countries:

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, United Kingdom, Iceland, Norway, Liechtenstein.

EEA students may undertake part-time or full-time work experience without any special visa.

If you are from a non-EEA country, you need to hold a STUDENT VISA.



IMPORTANT NOTES

- We try very hard to find a company which matches your needs, skills, requirements and level of English. However, if you are too specific (for example, if you give us the name of a specific company you would like to work for, or a particular role in a particular type of company) then it may be impossible to find a company for you.
- You probably will not know the name of your company before you arrive in the UK
- We reserve the right to reject any application for the English & Work Experience
- An administration fee of 100 GBP will be kept in the case of cancellation

How are you applying for the English & Work Experience Programme?

- On an individual basis
- Through International House London
- Through your local International House School: _____
- Through another local English School: _____
- Through your local travel or educational consultant: _____

SECTION A - PERSONAL INFORMATION

Date of application: _____ Day / Month / Year

Family Name: _____ Nationality: _____

First name(s): _____ Tel: _____

Home Address: _____ Fax: _____

_____ e-mail: _____

City: _____ Tel: _____

Country: _____ Day / Month / Year

Sex: Male Female Date of birth: _____ / _____ / _____

SECTION B - LANGUAGE ABILITY

Please indicate your level of English:

Written level 5 4 3 Oral level 5 4 3 IH LEVEL: _____

Bilingual (Cambridge Proficiency) Advanced (Cambridge Cert.) Upper Intermediate (Cambridge First Cert.)

Bilingual (Cambridge Proficiency) Advanced (Cambridge Advanced Cert.) Upper Intermediate (Cambridge First Cert.)

How long have you been studying English? _____

Have you taken any English language examinations? Yes No

If yes, indicate which exams and results

Cambridge First Certificate Cambridge Advanced Certificate Cambridge Proficiency in English

TOEFL level: _____ IELTS level: _____ Other _____

Do you speak any other languages? If yes, which? _____

SECTION C – GENERAL EDUCATION

When did you leave school? (please indicate the month and year) _____

Are you : a university student? a university graduate? a university post-graduate?

University course or qualifications: _____

Name of University: _____

When did you/will you leave university? (please indicate the month and year) _____

Please give details of any course you are currently attending or planning to attend in Britain in future:

_____ Dates from _____ / _____ / _____ to _____ / _____ / _____

What are your future career plans? _____

SECTION D – Work skills and Abilities

Are you currently working? Yes No

If yes, what is your job title? _____

How long have you been in this job? _____

If no, please give details of any professional or work experience you already have from the past:

What computer skills do you have? Word processing (eg MS Word) Spreadsheets (eg Excel) Database use (eg Access)

SECTION E – choosing your option

Select **one of the options** below and complete the section:

When would you like to start your English & Work Experience programme?

- 04 January 31 January 28 February 11 April
 09 May 06 June 04 July 01 August
 30 August 26 September 24 October 21 November

FULL-TIME FIXED OPTIONS

<input type="checkbox"/>	8-week programme	<table border="1"> <thead> <tr> <th>General English</th> <th>Work experience</th> <th>General English</th> </tr> </thead> <tbody> <tr> <td>25 lessons per week</td> <td>Approximately 35 hours per week</td> <td>25 lessons per week</td> </tr> <tr> <td>2 weeks</td> <td>4 weeks</td> <td>2 weeks</td> </tr> </tbody> </table>	General English	Work experience	General English	25 lessons per week	Approximately 35 hours per week	25 lessons per week	2 weeks	4 weeks	2 weeks	1552 GBP
General English	Work experience	General English										
25 lessons per week	Approximately 35 hours per week	25 lessons per week										
2 weeks	4 weeks	2 weeks										
<input type="checkbox"/>	12-week programme	<table border="1"> <thead> <tr> <th>General English</th> <th>Work experience</th> <th>General English</th> </tr> </thead> <tbody> <tr> <td>25 lessons per week</td> <td>Approximately 35 hours per week</td> <td>25 lessons per week</td> </tr> <tr> <td>6 weeks</td> <td>4 weeks</td> <td>2 weeks</td> </tr> </tbody> </table>	General English	Work experience	General English	25 lessons per week	Approximately 35 hours per week	25 lessons per week	6 weeks	4 weeks	2 weeks	2558 GBP
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<input type="checkbox"/>	16-week programme	<table border="1"> <thead> <tr> <th>General English</th> <th>Work experience</th> <th>General English</th> </tr> </thead> <tbody> <tr> <td>25 lessons per week</td> <td>Approximately 35 hours per week</td> <td>25 lessons per week</td> </tr> <tr> <td>6 weeks</td> <td>8 weeks</td> <td>2 weeks</td> </tr> </tbody> </table>	General English	Work experience	General English	25 lessons per week	Approximately 35 hours per week	25 lessons per week	6 weeks	8 weeks	2 weeks	2608 GBP
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10 weeks	12 weeks	2 weeks										

SECTION F – YOUR WORK EXPERIENCE REQUIREMENTS

Please indicate which area of work you are interested in, using "1" for your first choice, "2" for your second choice and "3" for your third choice.

- | | |
|--|---|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Law Please allow at least 12 weeks to organise |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Media |
| <input type="checkbox"/> Computing & IT | <input type="checkbox"/> Public Relations & Advertising |
| <input type="checkbox"/> Hotel & Catering | <input type="checkbox"/> Sales & Marketing |
| <input type="checkbox"/> Export/Import/International Trade | <input type="checkbox"/> Travel & Tourism |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Other: _____ |

Please list 5 daily tasks or activities that you would like to do in your work placement:

1. _____
2. _____
3. _____
4. _____
5. _____

What do you expect to gain from your work experience?



NOW YOU HAVE COMPLETED THE ENGLISH & WORK EXPERIENCE APPLICATION FORM.

You also need to complete a full CV / Résumé in English and a letter of motivation.

For help with English & Work Experience, please contact

Email: [j`UgU'ghYfVcj U4 U_WbHVMz a UfhjU' `ci Vcj U4 U_WbHVM](mailto:english@workexperience.org)