#### **Participant Registration Form**

#### **LdV & ERASMUS**

[www.almondvoclink.co.uk](http://www.almondvoclink.co.uk) - email: janetw@almondvoclink.co.uk

***PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS USING A PC OR A BLACK PEN.***

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| Programme Details |
| **Programme Name** |       |
| **Promoter Name** |       |
| **Arrival Date** |       | **Departure Date** |       | **No Weeks**       |
| **No. of Beneficiaries** |       | **Accommodation Type** | FB [ ]  HB [ ]  SC [ ] \*) |
| **Local Bus Pass Required** | Yes [ ]  No [ ]  | **Room Type** | single [ ]  shared [ ]   |
| **Language Training?** | Yes [ ]  No [ ]  | **Weeks** |       | **Hours per week** |       |
| \*) FB = Full board, HB = Half board, SC = Self Catering (limited places) – all accommodation are in host families |
| BENEFICIARY PERSONAL INFORMATION |
| **Family Name** |  | First Name |  |
| **Date of Birth** |       | Address |       |
| **Nationality** |       |
| **Gender** | Male [ ]  Female [ ]  | **City** |       |
| **Marital Status** | Married [ ]  Single [ ]  | **Post Code** |       |
| **Vegetarian** | Yes [ ]  No [ ]  | **Religion** |       |
| Occupation |       | **Country** |       |
| Passport / ID Number |       | **Telephone** |       |
| **Mobile** |       | **Email** |       |
| **Do you have a driving license?** Yes [ ]  No [ ]  | **Do you have a police record?** Yes [ ]  No [ ]  |
| **WHO SHOULD WE CONTACT IF THERE IS AN EMERGENCY?** *Please give two separate contacts* |
| **Name** |       | **Relationship** |       |
| **Address** |       |
| **C****ity** |        | **Post Code** |       |
| **C****ountry** |       | **Telephone** |       |
| **Mobile** |       | **Email** |       |
| **Name** |       | **Relationship** |       |
| **Address** |       |
| **City** |       | **Post Code** |       |
| **Country** |       | **Telephone** |       |
| **Mobile** |       | **Email** |       |

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| **YOUR HEALTH: MEDICAL INFORMATION AND DECLARATION** |
| **Do you have any special dietary needs?** | Yes [ ]  No [ ]  ***If yes, please tell us about them:*** |
|       |
| **Are you happy to live in a family with pets?** | Yes [ ]  No [ ]  ***(Note that most English families have cats/dogs)*** |
| **Do you have any allergies?** | Yes [ ]  No [ ]  ***If yes, please tell us about them:*** |
|       |
| **Do you have any special physical needs?**  | Yes [ ]  No [ ]  ***If yes, please tell us about them:*** |
|       |
| **Do you have any health issues or conditions that would cause a health & safety issues in a work placement (i.e: pregnancy, epileptic, asthmatic, depression,…)?** | Yes [ ]  No [ ]  ***If yes, please tell us about them:*** |
|       |
| **Are you receiving any regular medical treatment?** | Yes [ ]  No [ ]  ***If yes, please tell us more*** |
|       |
| **Are you taking any regular medication?** | Yes [ ]  No [ ]  ***If yes, please tell us more*** |
|                 | Self administered Yes [ ]  No [ ] Self administered Yes [ ]  No [ ] Self administered Yes [ ]  No [ ] If no, what assistance would you require?       |
| **Have you been inoculated against tetanus within the last 10 years?** | Yes [ ]  No [ ]  ***If yes, please tell when***       |
| **Do you Smoke?** | Yes [ ]  No [ ]  |
| ***This declaration must be completed and signed by the Beneficiary prior to arrival in the United kingdom:***I agree to receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present.I understand that Almond Vocational Link, my work placement company and language school (where appropriate) are insured in respect of their legal liabilities only and that there is no personal accident cover. \*I agree that in the event of my requiring any medical treatment, a copy of any report or diagnosis can be passed to Almond Vocational Link. I also agree to Almond Vocational Link discussing my condition with my doctor or other medical practitioner, my coordinator and immediate family as appropriate. \*\***Signed** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name** :       **Date** :      \* As a condition of this programme, we insist that you have your own personal medical insurance cover that as a minimum covers all medical eventualities, personal injury and repatriation.\*\* Any medical information passed to Almond Vocational Link will be treated as confidential and will only be used for the purposes of notifying your Coordinator and next of kin. |

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| **YOUR WORK PLACEMENT REQUIREMENTS** |
| *Before we attempt to find a Work Placement for you a representative from Almond Vocational Link may contact you in order to interview you over the telephone.* *Do you understand and agree to this? (✓) [ ]  Yes [ ]  No* |
| *Your conditions of employment will be determined by the employment law as laid down in the United Kingdom and implemented by your employer and you will be required to abide by these.* *Do you understand and agree to this? (✓) [ ]  Yes [ ]  No* |
| *You will be responsible for notifying your employer AND Almond Vocational Link of any absence from your work place.* *Do you understand and agree to this? (✓) [ ]  Yes [ ]  No* |
| *You will normally be expected to work in junior roles within the vocational sector unless otherwise indicated. This is because your personal working experience will be very limited and this will generally be your first placement or job in the United Kingdom.* *Do you understand and agree to this? (✓) [ ]  Yes [ ]  No* |
| *Almond Vocational Link will find a work placement that matches, as closely as possible to one of the three choices you state below.* *Do you understand and agree to this? (✓) [ ]  Yes [ ]  No* |
| *Every effort is made to locate a work placement in the area you requested. However, it may not match your requirements exactly. Should you be placed in a company where your tasks do not match your specific requirements exactly it will not be sufficient cause to request to change to another work placement.* *Do you understand and agree to this? (✓) [ ]  Yes [ ]  No* |
| Please state which vocation you would like to follow *(e.g. marketing, cook, web design, engineering, administrator). Please use* <http://www.prospects.ac.uk/sectors.htm> *as the source for job titles. At this link you will see a description of the type of work for given jobs. Please check these descriptions to ensure that you have the necessary experience or education in the domain.**The reason we ask you for three separate jobs is that, if your programme is less than six weeks, it may not be realistic to gain your first choice.* Choice #1:      Choice #2:       Choice #3:        |
| *Please use* [*http://www.prospects.ac.uk/types\_of\_jobs.htm*](http://www.prospects.ac.uk/types_of_jobs.htm) *to complete the tasks below. The below tasks should be detailed.* |
| Please describe the kind of tasks you would like to do for your first choice?1.       2.       3.       4.       5.       6.       7.       8.       |
| Please describe the kind of tasks you would like to do for your second choice?1.       2.       3.       4.       5.       6.       7.       8.       |
| Please describe the kind of tasks you would like to do for your third choice?1.       2.       3.       4.       5.       6.       7.       8.       |
| Other than improving your English, what are your expectations concerning the training, and what skills and knowledge would you want to use whilst in your placement? |

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| **YOUR ACCOMMODATION** |
| *Whilst in the United Kingdom you will be liable for any damage you cause to property, and will be expected to maintain your accommodation in an appropriate state of cleanliness. Do you understand and agree to this? (✓)* [ ]  *Yes* [ ]  *No* |
| *During your stay you will be responsible for the safety and security of your own personal possessions, including your money, travel tickets and passport or identity card. Almond Vocational Link will not accept any responsibility or liability for the loss or theft of any of your personal possessions. Do you understand and agree to this? (✓)* [ ]  *Yes* [ ]  *No*  |
| *During your stay, we may need to move you from one accommodation to another. Whilst we will try to avoid this, we reserve the right to do so.* *Do you understand and agree to this? (✓)* [ ]  *Yes* [ ]  *No* |
| YOUR EDUCATION AND EXPERIENCE |
| **EDUCATION** |
| **From** | **To** | **Name of School/University** | **Exams passed and grade** |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |
| Please list your computer skills:      |
| Please list any languages you can speak, indicating your level and the number of years of study |
| English | Oral comprehension (✓) | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| Speaking ability (✓) | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| Number of years study |       years |
| Other Languages | #1:       | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| #2:       | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| #3:       | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| **WORK EXPERIENCE** |
| **Company/Activity** | **From** | **To** | **Responsibilities** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Have you ever worked abroad? Yes No       If yes, please give details:      |
| YOUR HOBBIES, INTERESTS AND ASPIRATIONS – Compulsory |
| **Hobbies and Interests** |
| Please tell us a little about your hobbies, interests and what you do in your spare time:      |

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| **YOUR FUTURE** |
| What would you like to do at the end of your studies?     What is your main ambition or career goal?      |
| Checklist of Supporting Documentation |
| Please ensure that you have included the following supporting documentation to this Registration form:✓[ ]  A CV in English (two pages maximum) in Microsoft Word format[ ]  Two ***recent*** passport sized photographs of you (if you send an electronic version, please send it in .jpg format)[ ]  A copy of your Passport and/or National Identity Card clearly showing the number (we need this to help get you a replacement from your National Embassy if it is lost or stolen when you are in the UK) (if you send an electronic version, please send it in .jpg format)[ ]  A copy of your medical/health insurance certificate (if you send an electronic version, please send it in .pdf or .jpg format).[ ]  A Letter of Good Conduct from your local Police, including a notarised translation into English (for certain Work Placements Only – see Notes or contact Almond Vocational Link for information) (if you send an electronic version, please send it in .jpg or pdf format)*If you send this registration form and the supporting documentation via email, please ensure that each document is saved with your full name in the title, for example:**Registration\_Form\_Jack\_Example**Passport\_Jack\_Example* |
| BENEFICIARY DECLARATION |
| I certify that the information I have given in connection with this application is true and correct. I give my permission to Almond Vocational Link to use this information to fulfil my requirements and agree to this information being passed to other people and organisations as necessary. Signed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name :       Date:       |

## ***Notes to the Beneficiary***

* This Registration Form, along with all of the supporting documentation, must be completed in full and returned to Almond Vocational Link at least eight weeks before your arrival in the United Kingdom.
* If you are applying for a work placement in certain sectors (including health care, child care, working with children, working with the elderly, other medical, security, legal or within any public sector organisation) this information must be returned to Almond Vocational Link at least twelve weeks before your arrival in the United Kingdom. You will also need to send a Letter of Good Conduct from your local Police that confirms you have no criminal record and are considered safe to work within the chosen sector. This letter should be in your own language and be accompanied by a notarised translation into English (please note that a separate notification will have been given to you or your Coordinator about this).
* If you send these documents via email, you are also required to send the ***original*** documents to Almond Vocational Link at the address below before your arrival in the United Kingdom.
* Letters of Good Conduct (including the translation) must be sent as ***original*** copies to arrive a minimum of twelve weeks prior to your arrival in the United Kingdom. Scanned versions will not be accepted by the United Kingdom Authorities.
* We reserve the right to remove you from the programme should you commit any acts which constitute a gross misconduct either in your accommodation or work placement (i.e: drugs, alcohol abuse, sexual harassment, rude language, breach of confidentiality,…). Please refer to the terms and conditions in your handbook for compliance.
* Please note that if you are a single applicant and you wish to cancel your project for any reason, we will charge you a cancellation fee equivalent to the administration fee.
* Please note that if you need a letter of invitation for your visa application, we will charge you € 25.00. This fee includes a pdf-copy by email and the original letter sent to your address by Air Europe.

Once completed, please send all the information to us by email to:

janetw@almondvoclink.co.uk

If you have a problem with sending this information by email, please send it to us by post to:

**LdV / ERASMUS Programme Registrations**

Almond Vocational Link

City Business Park, Somerset Place, Stoke, Plymouth, PL3 4BB