

# APPLICATION FORM

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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 Apreca 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 French and English level. If your French and English level is low, companies may offer you internships and tasks adapted to your language 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

**“APRECA\_APPLICATION\_TOM\_PETERSON”**

### Privacy Notice:

Person responsible for data processing: Laura DI FRANCO

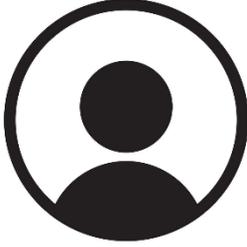
The information provided on this form is compulsory. It is subject to computer processing to draw up the documents required for your international mobility.

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 [mobilite@apreca.net](mailto:mobilite@apreca.net).

## Part 1: General Placement Information

Picture	
First and last name	
Telephone	
Email	
Gender (Male/Female/Other)	
Address	
Date of birth	
Nationality	
Destination in Europe Choice 1 + Choice 2	
Date of the work placement preferred	
Internship duration in weeks	
<i>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.</i>	
Would you like APRECA to find your accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what type of accommodation do you prefer? (if available)	<input type="checkbox"/> Student residence <input type="checkbox"/> Shared apartment <input type="checkbox"/> Homestay
Would you want a non-smoking accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have food allergies and or dietary requirements?	
Do you have any allergies?	
Do you have health issues (Asthma, depression, disabilities...etc)?	
Emergency contact (Name, telephone & email address)	

## 1.1 Work placement choices

<i>Please tell us what position you are looking for and a detailed list of tasks that you are able to do for all three choices.</i>	
<b>CHOICE 1</b>	
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)	- - - - -
<b>CHOICE 2</b>	
Sector	
Job title	
Examples of tasks please give as much detail as possible. (minimum 5 tasks)	- - - - -
<b>CHOICE 3</b>	
<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>	
Sector	
Job title	
Examples of tasks please give as much detail as possible. (minimum 5 tasks)	- - - - -

## Part 2: Education/Professional Skills

### DEGREES

FROM (year)	TO (year)	NAME & PLACE OF THE ESTABLISHMENT (city-country)	TYPE OF DEGREE start from the last diploma	OBTAINED DEGREE(S)	
				YES	NO

### WORK EXPERIENCE - INTERNSHIPS - APPRENTICESHIPS:

FROM	TO	NAME OF THE COMPANY	PLACE (city-country)	WORK TASKS (main tasks)

### LINGUISTIC KNOWLEDGE Use the following classification:

A1 beginner, A2 low level, B1 conversational, B2 intermediate, C1 fluent, C2 bilingual

	ORAL UNDERSTANDING	SPEAKING UNDERSTANDING	READING	WRITING
Language 1: -----				
Language 2: -----				
Language 3: -----				

### 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-portfolio-first&lastname”*

Please showcase examples of your work such as:

- flyers, manuals,
- apps, games, websites,
- pictures of projects, designs, code you’ve written and blueprints.

**Please send your application by e-mail within 48h/72h to:  
***mobilite@apreca.com*****

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