

JOBS à BOURNEMOUTH : COMMENT S'INSCRIRE ?

- Le formulaire d'inscription dûment rempli en **ANGLAIS** et à l'encre noire.
- Lettre de motivation en **ANGLAIS** et dactylographiée.
- C.V en **ANGLAIS** et dactylographié.
- 3 photos d'identité (souriantes, svp !).
- 1 photo en pied.
- 4 timbres à 0,86 Euros.
- Une enveloppe (format 23cm / 16cm), timbrée à 0,86 Euros et libellée à votre nom et adresse.
- Un certificat médical récent (de moins de 2 mois maximum)
- Un extrait de casier judiciaire récent (de moins de 2 mois)
- En faire la demande par Internet: www.cjn.justice.gouv.fr/b3/
- Une photocopie de votre permis de conduire (si vous l'avez) et de votre carte d'identité ou passeport.
- 2 références d'employeurs ou certificats de travail (**IMPERATIVEMENT AVEC UNE TRADUCTION EN ANGLAIS**)
- Une référence de votre professeur d'anglais ou tout autre diplôme attestant de votre niveau d'anglais
- Les frais d'inscription d'un montant de **300 Euros** à l'ordre d'Europair Services sous la forme de deux chèques -adhésion annuelle non remboursable de 85 Euros + cotisation de 215 Euros (frais de recherche et de placement).

ATTENTION : n'oubliez pas de joindre le TEST à votre dossier

INFORMATIONS SUPPLEMENTAIRES :

EN CAS DE PROBLEME : si vous rencontrez des difficultés, parlez-en toujours avec votre employeur avant d'alerter notre correspondant local. Sachez cependant que ce dernier est là pendant toute la durée de votre séjour pour vous aider en cas de problème.

En Angleterre les impôts sont prélevés à la source. Etant donné que vous n'êtes pas un citoyen anglais vous pourrez récupérer une partie des taxes. Votre interlocuteur anglais vous aidera dans les démarches.

JOBS à BOURNEMOUTH

WORK EXPERIENCE PROGRAMMES

APPLICATION FORM

PERSONAL DETAILS : Mr Mrs Miss

Family name : _____ First name : _____

Home address : _____

Postal code / Town : _____ Country : _____

Home phone n° : 0033 _____ Mobile phone n°: 0033 _____

Date of birth : ___/___/___ Current age : _____ e- mail address : _____

Nationality : _____ Mother tongue : _____ Passport n° : _____

Have you been to the UK before? YES NO How many times? _____

PROGRAMME DETAILS :

BASIC WORK EXPERIENCE

STUDY & HOTEL WORK

DATES : Arrival Sunday :

Departure Saturday :

TOTAL WEEKS :

FURTHER INFORMATION : (Applicants must answer all questions and supply further information if required)

How long have you studied English ? _____ years

What is your level of English ? ADVANCED UPPER INTERMEDIATE INTERMEDIATE

NOTE. No Student below intermediate level will be placed

Education and other relevant courses : _____

Working experience : (Please attach references, and describe what kind of job you did and for how long) _____

Any other relevant information : _____

Hobbies & other interests : _____

Do you suffer from any medical ailments ? Yes / No _____ If yes, please specify : _____

Why did you choose the course detailed above ? _____

Where did you hear of this programme? _____

I understand and agree to terms and conditions of the work experience programmes and declare that I have answered all questions completely and honestly.

Signed :

Date :

GENERAL TERMS & CONDITIONS

Signing and submitting the English 2000 application form means that you have read, understood and agree to be bound by the general terms and conditions on the reverse side of the application form that are also set out below:

ALL COURSES

HOMESTAY ACCOMMODATION

Home Stay accommodation is arranged in Bournemouth as outlined in the course programme and detailed on the confirmation of enrolment/fee account. English 2000 School of English ('The School') acts solely as an agent in the arrangement of the accommodation, ensuring that the relevant charges are regularly paid. Any complaints regarding the arranged home stay accommodation should be notified to The School Accommodation Officer.

SCHOOL CODE OF CONDUCT

The School reserves the right to withdraw confirmation of enrolment and expel a student for unsatisfactory work, attendance, or misconduct during the period of the course programme. No refund of fees is payable should a student be expelled or programme terminated.

PAYMENT OF COURSE FEES

All course fees must be received by The School on receipt of confirmation of enrolment. If payment is not received, The School reserves the right to cancel the application and to request the relevant cancellation fee.

CANCELLATION OF RESERVATION / AMENDMENTS TO BOOKING

Once confirmation has been issued - if a student cancels:
With more than 2 weeks' notice £70.00 Enrolment fee payable
Less than 2 weeks' notice 100% of fees payable

Once confirmation has been issued any amendment automatically incurs an administration charge of £30.00.

REFUND OF FEES

In the event of a cancellation due to the serious illness of the student prior to course commencement date, a refund of fees will only be considered on production of a valid medical certificate. In such circumstances, notification should be made by registered post with the date being the agreed cancellation date.

If a visa is not granted, the fees paid to The School will be refunded, less the enrolment fee.

Once a course has commenced, no refund is payable. Should a student leave a programme early for whatever reason, including medical reasons, there will be no refund of fees.

FORCE MAJEURE

Neither The School nor its Agents will be liable in any respect should it become necessary to withdraw a service as a result of industrial dispute or causes beyond the control of The School.

TRAVEL AND MEDICAL INSURANCE

All students are recommended to take out adequate travel, medical and personal liability insurance to cover all risks. The School and its Agents will not be liable for any loss, damage or injury to persons or property however caused. No refund of school fees is payable should a student have end their course for any reason, including personal and / or medical reasons.

MINIMUM LEVEL OF ENGLISH

The School reserves the right to withdraw a work placement offer should the student not reach the required minimum level of English for their course.

LESSON TIMES

- Full Time normally from 09.00 hrs to 12.30 hrs.
- Part Time normally from 14.30 hrs to 16.35 hrs.
- 1 lesson = 45 minutes

WORK PLACEMENT

A work placement course can only be confirmed when the placement provider agrees to employ the student. Confirmation of placement details will usually be made available 2 weeks prior to the requested course start date.

Should a suitable placement not be found 2 weeks prior to the requested start date, the student(s) will have the option of:

- Waiting for a placement to become available and continue with the current application. This is at the students' own risk, and there is no guarantee that a placement will be available by the time they are due to arrive in the UK.
- Delay their application until the next available start date. This start date may not be the next calendar start date.
- Change to an academic course starting on the requested date.
- Cancel their application.

When students take a pre-sessional General English course, the placement details will be given to the student in the school, on confirmation of achieving the required language level.

There are no guaranteed hours from any placement found by the school, the hours, position and all duties are decided by the placement provider. All work placements pay at least National Minimum Wage.

If a student is dismissed or leaves their placement early for any reason, other than misconduct:

- They may continue to attend the English lessons as booked, if relevant, for dates detailed in confirmation of enrolment.
- School fees are not refunded should students be unable to continue with their lessons.
- The school will not find any alternative placement.

If a student is dismissed from their placement for misconduct, then:

- The school reserves the right to expel the student from school without refund of course fees or offer of an alternative course.

ARBITRATION

The School may act as arbitrators in the event of a dispute but The School and its Agents cannot be held responsible for any disputes in the work placement. The School will only investigate complaints that are notified in writing by the student while still on the programme.

LEGAL INTERPRETATION

Interpretation of these conditions will be made according to the Laws of England.

NATIONAL HOLIDAYS

The School is closed on UK public / UK national holidays.

EQUAL OPPORTUNITIES

English 2000 School of English operates an equal opportunities policy.

SIGNED :

DATED :

RECAPITULATIF

Je soussigné(e).....certifie avoir pris connaissance de tous les documents fournis par l'association EUROPAIR SERVICES et remplir tous les critères exigés.

Je certifie que j'ai répondu à toutes les questions en toute honnêteté et que toutes les informations fournies dans mon dossier sont vraies.

Je vous adresse mon dossier complet et m'engage à informer l'association EUROPAIR SERVICES de tout changement relatif aux informations fournies dans mon dossier.

IMPORTANT :

Europair Services ne peut être tenu responsable des accidents, pertes, dommages, plaintes ou dépenses particulières en relation avec le séjour des jeunes en hôtel.

Le chèque de 215 euros doit être joint au dossier, mais ne sera encaissé que lors de la confirmation de votre placement. En cas de non placement, les frais de cotisation seront intégralement remboursés. En cas d'annulation de votre part, les frais d'adhésion et de cotisation resteront acquis à l'agence et ne seront pas remboursés.

Date :

Signature :