



COMPANY OFFER OF TRAINING FORM

EMPLOYER'S DETAILS

Name	
Full address	
Company website	
Business or product of employer (please include company literature)	
Number of employees	
Trainee's workplace (if different from address above)	
Nearest railway station	
Official responsible for trainee	
Telephone number (including extension)	Fax number
E-mail address	
Has your company offered placements through IAESTE before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please state the last year your company participated in the scheme	
Have you employed foreign students through other means/organisations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please give details	
Does your company regularly employ British university students as trainees?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, approximately how many students per year?	
Does your company sponsor UK students through university?	<input type="checkbox"/> YES <input type="checkbox"/> NO

TYPE OF STUDENT PREFERRED

Study field
Specialisation
Is previous practical training required? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please give details
Any other requirements
Nationality of student (if you have no preference please write 'any')
If you have requested a student from a particular geographical area please give reasons below
At what stage in the degree course do you expect your trainee to be? (Please tick)
<input type="checkbox"/> Beginning <input type="checkbox"/> Middle <input type="checkbox"/> End
What level of English do you require? (Please tick)
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair
Any other languages? (Please specify level)

TRAINING OFFERED

Details of work placement (please include as much information as possible and attach a separate sheet if necessary)		
Kind of work (e.g. laboratory/site work/office, etc.)		
Category of work (please tick)	<input type="checkbox"/> Scientific	<input type="checkbox"/> Professional <input type="checkbox"/> Manual
Hours per day you would expect your trainee to work		
Days per week you would expect your trainee to work		
Pay £ _____ per week	To be paid	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
Will your trainee be paid on payroll?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not sure
Maximum number of weeks offered	Minimum number of weeks offered	
Earliest start date (dd/mm/yy)	Latest end date (dd/mm/yy)	
Dates of work closure (if applicable)		
Is training available during this period?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If not, will student be paid? <input type="checkbox"/> YES <input type="checkbox"/> NO

ACCOMMODATION

Will you be able to arrange lodgings for your trainee?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, what kind of accommodation will you be able to provide? (Please tick)		
<input type="checkbox"/> Self-catering	<input type="checkbox"/> Bed and breakfast	<input type="checkbox"/> Full board
Probable cost of lodging per week £		
Probable cost of living (including lodgings and travel expenses) £		
Any other details about the accommodation		
Are canteen facilities available at the company?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are social facilities (sports club, etc.) available within the company?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

TERMS OF AGREEMENT

The information contained on this form will be transcribed on to a standard IAESTE UK offer form. Neither your company's address nor the name of the official responsible will be given to a foreign student until after we have received written confirmation from yourselves that the selected candidate has been accepted for training.

Every effort will be made to select a candidate for training according to the requirements you have indicated on this offer form. For this reason it is advisable to include as much detail as possible both on the type of placement offered and the qualifications of the trainee required. Please attach a company brochure with your offer form as this will further ensure that an informed and motivated student is put forward as your trainee.

One student will be nominated for this placement and unless you have requested otherwise, details of an IAESTE selected candidate will reach you by 31 March, which is IAESTE's international deadline for nominations. Once you have confirmed acceptance of the trainee, IAESTE UK will take care of all visa and work permit requirements. We would ask that if you do not find the chosen candidate acceptable, the member country that selected the trainee should be allowed to put forward an alternative candidate. If a suitable candidate cannot be found, your offer will then be passed to another country, provided there is still time available.

Although the training offer you are making is not legally binding, we request that you view this as a serious commitment to hold a place open for an IAESTE trainee, at least until the specified nomination deadline. PLEASE DO NOT CONSIDER THIS AS A SOURCE OF ONE OF MANY APPLICATIONS TO BE SCREENED FOR TRAINING PLACEMENTS WITHIN YOUR COMPANY, BUT AS AN IAESTE OFFER TO BE UNDERTAKEN BY AN IAESTE TRAINEE.

EMPLOYER'S UNDERTAKING

I agree to hold this offer open for a foreign trainee and expect to receive details of the selected IAESTE student by 15 April.

Alternative date by which I would prefer to receive the student's application

Signed

Date

Employers in England and Wales please return completed form to:

IAESTE UK
British Council
Education and Training Group
10 Spring Gardens
London SW1A 2BN

iaeste@britishcouncil.org
T 020 7389 4114, 4774 or 4771
F 020 7389 4426

Employers in Northern Ireland please return completed form to:

IAESTE UK
British Council
Norwich Union House
7 Fountain Street
Belfast BT1 5EG

iaesteni@britishcouncil.org
T 02890 248 220 ext. 256 or 230
F 02890 246 753

Employers in Scotland please return completed form to:

IAESTE UK
British Council Scotland
The Tun, 4 Jackson's Entry
Holyrood Road
Edinburgh EH8 8PJ

iaestescotland@britishcouncil.org
T 0131 524 5706 or 5770
F 0131 524 5701

IAESTE UK

In the UK IAESTE is administered by the British Council, the UK's international organisation for cultural relations and educational opportunities, which is a registered charity 209131 (England and Wales); SCO 37733 (Scotland). Neither IAESTE UK nor the British Council can be held responsible for any accidents or damages that may occur either at a trainee's place of work or elsewhere during a placement in the UK.

The British Council is registered under the Data Protection Act. Some of the information on this form will be recorded on computer but will be used only in the administration of the scheme that you will participate in. Any information held in relation to your offer of training may be accessed by you on request, in accordance with the Data Protection Act.

