



Please attach your
passport size photo
here

Student Application Form

www.thetrainingpartnershipltd.com • info@thetrainingpartnershipltd.com

INDIVIDUAL

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

PERSONAL INFORMATION			
Family Name		First Name	
Date of Birth		Address	
Nationality			
Sex	(✓) <input type="checkbox"/> Male <input type="checkbox"/> Female	City	
Marital Status	(✓) <input type="checkbox"/> Married <input type="checkbox"/> Single	Post Code	
Occupation		Country	
Passport / ID Number		Telephone	
Mobile		E-mail	
Do you have a driving license? (✓) <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a police record? (✓) <input type="checkbox"/> Yes <input type="checkbox"/> No	
WHO SHOULD WE CONTACT IF THERE IS AN EMERGENCY?			
Name		Relationship	
Address			
City		Post Code	
Country		Telephone	
Mobile		Email	
YOUR HEALTH			
Do you have any special dietary needs?	(✓) <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please tell us about them:</i>	
Do you have any allergies?	(✓) <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please tell us about them:</i>	
Do you have any special needs?	(✓) <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please tell us about them:</i>	
Do you Smoke?	(✓) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you taking any regular medication?	(✓) <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please send us your medical form</i>	
Are you receiving any medical treatment?	(✓) <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please complete our medical form</i>	

YOUR STAY IN ENGLAND

We need at least six and preferably eight weeks to find the best work placement for you. We recommend that you do not book any travel tickets until we have confirmed your work placement or interview and accommodation with you. We cannot be responsible for any costs you incur travelling to and from the UK, for whatever reason. Do you understand and agree to this? (✓) Yes No

Before we attempt to find a Work Placement for you, one of our Work Placement Officers or a representative from the Work Placement Company may contact you in order to interview you over the telephone. Do you understand and agree to this? (✓) Yes No

Whilst we attempt to find you the best possible Work Placement, we cannot guarantee either your hours or rates of pay. This condition is because we do not control the companies in which you may be employed. Do you understand and agree to this? (✓) Yes No

For all students coming on a Work Experience programme, your administration fee covers the cost of your first Work Placement and one change of placement. Any other changes will be dealt with on an individual basis and may be charged for as an additional Administration Fee. Do you understand and agree to this? (✓) Yes No

For all students coming on a Work Experience programme, your conditions of employment will be determined by the employer and you will be required to abide by these. Do you understand and agree to this? (✓) Yes No

For all students coming on a Work Experience programme, you will be responsible for notifying your employer AND The Training Partnership Ltd of any absence from your work place. Do you understand and agree to this? (✓) Yes No

YOUR ARRIVAL AND DEPARTURE DATES

When will you arrive in the UK?

When will you go home?

YOUR LANGUAGE TRAINING REQUIREMENTS

Do you require a Language Training Course? (✓) Yes No

If yes, at what Level? (✓) Basic Intermediate Advanced
 Business Technical Other Specialist

How many weeks would you like to study? (✓) 1 2 3 4 5 Other weeks

Start Date

Finish date

YOUR WORK PLACEMENT REQUIREMENTS

Please note that whilst we do our best to secure the best work placement for you, we cannot guarantee any particular type of job, company or town... We cannot guarantee the number of hours you will work or the amount of money you will be paid (all students will receive the National Minimum Wage, Hotel and Catering (Paid) Work Placements only) Do you understand and agree to this? (✓) Yes No

Please state the business areas you would like to work? (e.g. marketing, waiter, electronic engineering, Barman)
Please state if you require a paid work placement in the Hotel and Catering Sector or an unpaid Professional placement.

Choice #1:

Choice #2:

Choice #3:

Please describe the kind of work you would like to do? (e.g. working in the marketing department of a company involved in public relations) Please always enclose Curriculum Vitae.

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?

YOUR ACCOMMODATION

Please indicate the type of accommodation you would prefer to stay in by indicating your first, second and third choices. Please note that whilst we try to match your accommodation requirements, we cannot guarantee that you will get the type of accommodation you have requested, so we may place you in another type of accommodation. Do you understand and agree to this? (✓) Yes No

During your stay, you will be responsible for any damage you cause to the property, and will be expected to contribute to the cleanliness and tidiness of your accommodation. 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. The Training Partnership Ltd 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

The Training Partnership Ltd deserves the right to withdraw any accommodation within 48-hours in the event of late rent payments, abuse of the property or fellow housemates, breaking rules, etc.

Do you understand and agree to this? (✓) Yes No

Would you like us to organise your accommodation for your stay? (✓) Yes No

Host Family / Residence (subject to availability) Half Board (Bed, breakfast and evening meal) (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No	choice
---	--	--------

Host Family / Residence (subject to availability) Full Board (Bed, breakfast, packed lunch and evening meal) (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No	choice
---	--	--------

Self Catering in a student house (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No	choice
---	--	--------

Self Catering in a Family Environment (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No	choice
--	--	--------

Student Residence (Half Board) (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No	choice
---------------------------------------	--	--------

Student Residence (Full Board)		
--------------------------------	--	--

Would you like a single room? (we have a limited number of single rooms available / subject to availability and subject to an additional charge) (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No	choice
---	--	--------

YOUR TRAVEL ARRANGEMENTS

We are able to arrange various travel options for you when you arrive in the UK, during your stay and when you are returning home. Please tell us what you would like us to do.

When you arrive at your destination, we will meet you and ensure that you get to your accommodation. Our normal hours of service are between 0801 and 1859. If you arrive outside of these hours (between 1900 and 0800), we will still meet you but charge you our Out of Hours Arrival supplement of £20.00. Do you understand and agree to this? (✓) Yes No

Travel Arrangements	Required
---------------------	----------

Would you like us to organise your transfer travel from the airport to your destination? (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Would you like us to organise a local travel pass for your stay in the UK? (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Would you like us to organise your return travel from the destination to the airport? (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Will you arrive at your destination Out of Hours (between 1900 and 0800)? (✓)	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

INSURANCE

All students should take responsibility for their own insurance policies and should have sufficient (full) coverage prior to arriving in the UK. Students are covered under UK law whilst undertaking their work placement, by their employer.

Do you understand and agree to this? (✓) Yes No

YOUR EDUCATION AND EXPERIENCE**EDUCATION**

From	To	Name of School/University	Exams passed and grade

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 (✓)	<input type="checkbox"/> Nil	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Fluent
	Speaking ability (✓)	<input type="checkbox"/> Nil	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Fluent
	Number of years study	years			
Other Languages	#1:	<input type="checkbox"/> Nil	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Fluent
	#2:	<input type="checkbox"/> Nil	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Fluent
	#3:	<input type="checkbox"/> Nil	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Fluent

WORK EXPERIENCE

Company/Activity	From	To	Responsibilities

Have you ever worked abroad? (✓) Yes No If yes, please give details:

YOUR HOBBIES, INTERESTS AND ASPIRATIONS**Hobbies and Interests**

Please tell us a little about your hobbies, interests and what you do in your spare time:

YOUR FUTURE

What do you want to do at the end of your studies?

What is your career goal or ambition?

STUDENT DECLARATION

I certify that the information I have given in connection with this application is true and correct. I give my permission to The Training Partnership Ltd to use this information and the CV I have enclosed to fulfil my requirements and agree to this information being passed to other people and organisations as necessary.

Signed : _____ Name : _____ Date: _____