



INTERNATIONAL PLACEMENT APPLICATION FORM

This application form is for all students / workers, of any nationality, wishing to be a part of Kajans International Placement Opportunities. Please note all applicants must be aged 18 or over.

***indicates a required field.**

Section 1: Personal Details - please give your name as it appears on your passport

First Name(s):* _____

Surname/Family Name:* _____

If you prefer to be known by a name other than the one that appears on your passport please tell us that name: _____

Date of Birth:* DD/MM/YYYY (Month needs to be written as letters E.g. 01/FEB/1990)

Gender:* _____

Section 2: Correspondence Address

Current Address:* _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Zip code/ Postcode:* _____

Country:* _____

Landline: (please include country code): _____

Mobile: (please include country code): _____

Email Address:* _____

Date of application: _____

Section 3: Home Contact Details (your permanent residence) (if different to the one above)

Permanent Address: _____

Permanent Address Line 2: _____

Permanent Address Line 3: _____

Permanent Address Line 4: _____

Zipcode/ Postcode: _____

Country: _____

Section 4: University details (you must answer either A or B)

Option A:

Please provide the name and address of your home University where you are currently enrolled.

Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____

Zip code: _____

Country: _____

Option B:

If you are not currently enrolled please provide the name and address of the last institution that you studied at and dates of attendance:

Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____

Zip code: _____

Country: _____

Date of attendance: (From) DD/MMM/YYYY: _____

Date of attendance: (To) DD/MMM/YYYY: _____

Section 5: Emergency Contact Details

Name:* _____

Relationship:* _____

Emergency contact number with overseas code:* _____

Section 6: Passport Information - AS WRITTEN IN YOUR PASSPORT

Your passport should be valid for at least 6 months, otherwise you should complete section 6a and apply for a new passport.

You **Must** complete section 6a **OR** section 6b

6a) I am applying for a new passport and will email the details to info@kajans.co.uk in due course: _____

6b) Passport Number: _____

Country of Birth: _____

Nationality: _____

Date of Issue: DD/MMM/YYYY: _____

Date of Expiry: DD/MMM/YYYY: _____

Section 7: English Proficiency

You will need a good level of competence in both written and spoken English.

Is English your first language? _____

English Language Test scores:

IELTS: _____

TOEFL: _____

OTHER (please give details): _____

Section 8: Experience / Skills

This section is for you to give specific information in support of your application. After reading the Placement Description carefully, consider to what extent you have gained the skills and experience necessary for the post. You are also required to highlight any voluntary work you may have been involved with in your country. It is important you provide evidence of your achievements by giving examples to support your application.

Section 9: Disability / Health Conditions

Kajans Womens Enterprise is committed to interviewing all applicants with a disability who meet the essential criteria for a placement and to consider them on their abilities.

The Equality Act 2010 defines disability as:

‘A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities’.

I consider myself Disabled Non Disabled

If you wish to provide any additional details please do so below:

Section 10: Criminal Convictions

Do you have any criminal convictions? Yes No

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

Section 11: Declaration and Signature

The information supplied in this application form is accurate to the best of my knowledge.

Signed

Date

By signing and returning this application form you consent to Kajans using and keeping information about you relating to your application.

This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been successful.

Thank you for completing the form. Please return your completed form and return to info@kajans.co.uk.

Or by post to:

Kajans Womens Enterprise

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Witton Road, Aston

Birmingham

B6 5NU

United Kingdom