



Work Experience Programme Application Form – Long Term

Please attach
your passport
photograph

Name of applicant: _____

Partner organisation: _____

Nationality: _____ Date of birth: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Driving Licence? Yes No If yes since when _____

Do you smoke? Yes No

Do you have any medical conditions / allergies? Yes No

If yes please give details: _____

Do you have any dietary requirements? E.g. vegetarian, coeliac? Yes No

What type of placement are you applying for? Please give 2 choices from the following:

DAIRY FARM MIXED FARM HORSES AGRI TOURISM* AGRI HOME LANDSCAPING*

*Agri-tourism placements are seasonal (May/ June – Sept) and available to Female applicants only

*Landscaping placements are limited

Minimum placement is 12 weeks, maximum placement is 12 months

1st choice _____

2nd choice _____

Start date: _____ **Finish date:** _____

Height: _____ cm

Weight: _____ kg

Height and weight are required for a horse placement, photos and videos of you riding / jumping and handling horses **must** be included in your application.



Please answer the following questions to help your host family understand your reasons for wanting to join their family.

Does your family live on a farm? Describe it and the work you do on it.

What are your career plans and how can this programme help you to achieve these aims?

What is your ideal placement? We may not be able to find your ideal placement, but we will try to find one as close as possible to it.

What do you hope to learn in Ireland?

Do you have friends in Ireland? If yes, where?



Emergency Contact Information

STUDENT NAME: _____

Please provide the names and contact information of two people we can contact in the event of a crisis or severe illness

Emergency contact 1	
Name:	_____
Telephone number:	_____
Mobile number:	_____
Relationship to you:	_____
Address:	_____

Email:	_____

Emergency contact 2	
Name:	_____
Telephone number:	_____
Mobile number:	_____
Relationship to you:	_____
Address:	_____

Email:	_____



Terms and Conditions

1. I declare that I am not suffering from any illness or disability apart from those listed on my application.
2. I understand that by coming on the Work Experience programme organised by Equipepeople, I am not an employee but rather an extra pair of hands for my host family. Therefore, I am not receiving a wage but pocket money, accommodation and meals with the family in return for my help.
3. I understand that the Equipepeople Work Experience programme is not an employee programme but a cultural exchange programme and that my motivation in coming to Ireland is not to earn money but rather to see another country, improve my English skills, learn about Irish farming methods and to live as part of an Irish farming family.
4. I agree to treat my host family and their property with respect and by living in my host family's property; I agree to behave in a reasonable manner. I further understand that if the host family do not feel that I am the right student for them that they can ask me to leave at any time.
5. I understand that if for any reason I feel that my placement is not the correct placement for me, I should contact Equipepeople who will endeavour to sort the problem out or find me a new placement. I also understand that it is not always possible for them to find me a placement within my first choice of placement and I may be offered a different type of placement.
6. I understand and accept that whilst Equipepeople will have taken every care to place me with a suitable family, it accepts no responsibility whatsoever for any outcome at all arising from my choice to participate in the Equipepeople Work Experience Programme or arising from the actions of my host family, the partner organisation / school in my home country or Equipepeople itself.
7. I agree that any photos of me or letters from me to my host family, partner organisation in my home country or Equipepeople may be used for promotional or marketing purposes including websites and brochures.
8. SOCIAL MEDIA – I understand that I must not post information online relating to my host family or placement, including details of their name, address or contact information. Furthermore, I cannot post details or photos of their farm, home or children without their permission.
9. I understand that I may be dismissed from the Equipepeople Work Experience Programme at any time for participating in illegal drug taking, drunken behaviour, endangering myself or any other person, committing a crime or any other behaviour deemed to be unacceptable by the director of Equipepeople. In this event, I understand that all fees paid by me will be non – refundable.
10. I agree that any fees charged by Equipepeople will be paid in full prior to my arrival in Ireland.
11. I agree that I will be charged a cancellation fee of €150 if a placement is offered to me and I then choose to cancel from the programme. No cancellation fee will be incurred if I cancel before a placement has been offered.

I declare that I have read and understood the Terms and Conditions listed above, and that I will comply with them accordingly. I declare that all information given in this entire application is accurate and complete.

Applicant's signature _____ **Date** _____

I declare that that my son/daughter may participate in the Equipepeople Work Experience Programme and I understand that Equipepeople takes no responsibility whatsoever for any accidents or consequences of my son/daughter's participation in the programme.

Parent/Guardian signature (if applicant is under 18 years of age) _____



Personal Data Consent Form

To comply with the General Data Protection Regulation (GDPR) 2016, Equipeople Ltd hereby seek your express consent to use Personal Data relating to you, the student, for the reasons set out below.

For students below the age of 18 years, the Company shall make reasonable effort to verify in such cases that consent is given or authorised by the holder of parental responsibility over the student.

In this form the term 'Personal Data' means, for the purposes of the consent sought, photographic or video images of, and/or information relating to, the student named below including name, age, contact information, qualifications, academic achievements, agriculture experience.

Please confirm, by ticking the boxes, that you consent:

1. To allow your personal data as contained in the application form to be presented to host family/families by electronic and/or hard copy
2. To allow your contact details to be added to the student information pack provided to all students on entering the country
3. To our holding of your personal data to assist us in performing obligations in connection with our provision of the services requested by you

Whilst we respect your right to withdraw your consent, please note that depending on the nature and scope of such a request, we may not be in a position to provide or to continue to provide our services to you.

When you receive your placement details you will then be in possession of certain personal data belonging to the host. Please confirm, by ticking the boxes, that you understand:

1. Host family data is private and confidential therefore it must not be shared with anyone other than your teacher/international co-ordinator and your emergency contacts
2. You must not share identifying details or personal data of your host family on social media

Student Signature _____ Date _____

Parent / Guardian signature if under 18. _____

To withdraw your consent or to request information on the personal data we hold on you, please email info@equipeopleworkexperience.com or phone the office on +353 (0) 5786 43195.



Parental Consent

Your parents must complete and sign this form if you are under 18 years old

Student name _____

I understand that there is some risk involved with my son or daughter being placed on a farm. I confirm that I have insurance in place that will cover my son / daughter while they are in Ireland. I further confirm that I will not hold Equipeople Ltd, or my son or daughter's host family responsible for any accidents or incidents whatsoever that may arise during my son or daughter's time in Ireland or as a consequence of my son / daughter's participation in the programme.

As my son or daughter is a minor, I further agree to their application details being forwarded to any potential host family for their consideration in regard to my son or daughter's suitability as a work experience student on that farm. I understand that once the host farmer has made a decision regarding my son or daughter's suitability, those application details will be destroyed in a responsible manner.

Free time.

I agree that my son / daughter who is a minor during their time in Ireland, is permitted to:
(please circle your answer)

Stay in accommodation away from their host family before their flight home **Y / N**

Remain in the airport overnight before their flight home **Y / N**

Travel away from their host family during their placement for sightseeing purposes **Y / N**

Stay overnight away from their host family when sightseeing **Y / N**

It is understood that Equipeople will help the student as necessary to reserve accommodation and find transport, but all responsibility for the student and any costs involved will be the sole responsibility of the student and his/her parent(s). I further understand that Equipeople takes no responsibility for my son / daughter during their free time.

Parent/Guardian signature: _____

Parent/Guardian name (printed): _____



Medical Certificate (to be completed by a Medical Doctor)

As a Working guest the applicant will be living with a family in a foreign country. It is therefore important that we are advised of any physical or mental health problems that may have a bearing on the applicant's ability to participate.

Please give your opinion of the applicant's:

General state of health: Excellent Good Poor

How long have you known the applicant? _____

Does the applicant have any chronic illness or physical issues that may impact a placement in Ireland, such as diabetes, recurring headaches, epilepsy, back pain, allergies etc.?

Has the applicant ever received treatment for nervous or emotional problems, or learning disabilities? For example, depression, autism, ADHD etc.

Is the applicant currently taking any medication? Please specify:

I hereby confirm that (please add the applicant's name) _____

appears to be in good physical and mental health that allows him/her to undertake a practical work experience period in Ireland, that may involve hard physical work.

Date, Location

Doctor's signature and stamp



Guidelines and Checklist

Please ensure that all forms are neatly and clearly completed. Remember your application and attachments are the first impression a host family will have of you.

Arrival and departure dates should be accurate, but also flexible.

Your application should be sent a minimum of 2 months prior to your requested start date.

Once a suitable placement has been secured for you, Equipeople will send you a Placement Advice. You are not obliged to accept our offer however we will require a justified reason in order to find a more suitable placement for you. A cancellation fee of €150 will be charged if you cancel your application after a placement has been offered.

Please note that individual applicants to our programme MUST be a minimum age of 18 years old. Equipeople charge a placement fee of €450 to an individual applicant. All fees must be paid in full before your arrival in Ireland.

To ensure that your application is complete, please use this checklist.

- Application Form completed (Typed or written neatly in black pen)
- Terms & Conditions signed
- Personal Data Consent Form signed
- Emergency Contacts Form completed
- Parental Consent Form completed and signed (if applicable)
- Clearly written or typed Motivation Letter*. Remember to include any relevant information for the type of placement you are applying for such as previous work experience, what you are studying, your home farm etc.
*Motivation Letter - explain your reasons for coming to Ireland, what you are hoping to achieve, some information about yourself, your family, your interests, your experiences in your area of interest for your placement, your education, your hobbies and anything that will help to know you as a person
- Passport photo attached
- A letter from your school/college/university confirming a period of work experience is a requirement of or beneficial to your course of study
- Medical report, completed, signed and stamped by your doctor
- Police check (preferable but not mandatory)
- At least one reference letter, from someone who is not a family member and has known you for a minimum of 6 months
- Any relevant photographs and videos, for example photographs and videos of you riding (see guidelines for horse applicants), working with dairy cows, driving tractors/machinery

Address: Equipeople Limited, Garryhinch, Portarlinton, Co. Laois, Ireland

Telephone: +353 (0) 57 8643195 **Email:** info@equipeopleworkexperience.com

Website: www.equipeopleworkexperience.com

If you have any questions about your application, please don't hesitate to contact us or the partner organisation in your home country.



Guidelines for Students Applying for Placements with Horses

We are delighted that you have chosen to come to Ireland! Ireland is renowned world-wide for the quality of our horses and the skill of our horse people, so you have chosen a fantastic place to learn and grow.

To help us find the best placement for you we need to know your riding ability. A photo of you kissing a pony's nose **DOES NOT** show us your riding ability.

Here are some guidelines to help you to provide the information we need to find the best placement for you:

- You **MUST** provide photos and videos with your application.
- Photos and videos **MUST** be recent – we cannot place you based on photos and videos of you riding when you were a small child. We need to know your riding ability now, not 5 years ago.
- Photos and videos **MUST** be good quality, so that we can clearly see you riding – we don't know you, so we can't pick you out of a group of other riders.
- Please provide photos and videos of you riding in walk, trot, and canter.
- If possible, please provide photos and videos of you jumping. If you do not jump, please state so on your application.
- Photos and videos of you handling horses (tacking up, picking out feet, grooming etc.) are also very useful.
- Whilst it is OK to include one photo of you standing beside/sitting on/patting a horse, please only include one, the rest need to be of you riding.

The reason we ask for photos and videos is so that we can find you the most suitable placement possible.

Working with horses can be dangerous, so we want to make sure that we find you an appropriate placement for your ability. Whilst we cannot ever guarantee that you will get to ride on any placement, by getting a really good idea of your ability and experience on your application, we can match you to a placement where you will have the best opportunities to learn, and to have an amazing time.

So please, help us to find you a fantastic placement by giving us as much relevant information as possible.

We look forward to welcoming you to Ireland.