



### IFOA APPLICATION FORM

<b>FIRST NAME</b>	
<b>SURNAME (FAMILY NAME)</b>	
<b>GENDER</b>	
<b>DATE OF BIRTH</b>	
<b>HOME ADDRESS</b>	
<b>CITY / ZIP CODE</b>	
<b>COUNTRY</b>	
<b>NATIONALITY</b>	
<b>TELEPHONE AND MOBILE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>SKYPE ADDRESS FOR INTERVIEW</b>	
<b>CONTACT PERSON IN CASE OF EMERGENCY (name, mail, telephone number)</b>	

<b>SENDING ORGANIZATION</b>	
<b>PERSON IN CHARGE IN THE SENDING ORGANIZATION</b>	
<b>DIRECT LINE</b>	
<b>EMAIL ADDRESS</b>	
<b>SENDING ORGANIZATION'S ADDRESS</b>	

<b>NAME OF THE CHOSEN PROGRAMME</b>	
<b>WORK PLACEMENT PREFERENCE 1</b>	
<b>WORK PLACEMENT PREFERENCE 2</b>	
<b>WORK PLACEMENT PREFERENCE 3</b>	
<b>TASKS DESIRED DURING THE INTERNSHIP</b>	



<b>PERIOD OF INTERNSHIP</b>	
<b>DURATION OF INTERNSHIP</b>	
<b>PROPOSED ARRIVAL DATE</b>	
<b>PROPOSED DEPARTURE DATE</b>	
<b>LEVEL OF ENGLISH AS A FOREIGN LANGUAGE</b> As per European Framework: A1-A2-B1-B2-C1-C2 In case of any certification please specify which one	
<b>LEVEL OF ITALIAN AS A FOREIGN LANGUAGE</b> As per European Framework: A1-A2-B1-B2-C1-C2 In case of any certification please specify which one	
<b>OTHER SPOKEN LANGUAGES</b>	
<b>HEALTH AND MEDICAL CONDITIONS</b>	
<b>TYPE OF ACCOMMODATION REQUIRED</b> Self-Catering Apartment or residence; Single or double room	

## Application Process

1. Send **IFOA Application Form** + **CV and presentation letter** in Italian or English to [mobility@ifoa.it](mailto:mobility@ifoa.it) at least 8/10 weeks before the proposed internship start date
2. One week later (maximum), IFOA will schedule an appointment by skype or phone with the candidate
3. IF the candidate is considered suitable, the internship search starts and the sending recruiter will transfer 10% of the hosting fees to IFOA, as a confirmation deposit.
4. Once IFOA has a work placement proposal, an interview will be scheduled between the candidate and the hosting company.
5. Once the placement has been accepted by both parties, a **training agreement** is provided with the description of the hosting company and the tasks proposed to the candidate
6. The sending recruiter will transfer to IFOA the remaining 90% of the hosting fees, in all cases before the candidate departure.

## Cancellation policies

### Program Cancellation from IFOA

In case IFOA is not able to find a suitable hosting company in any of the 3 work placement preferences indicated by the candidate, IFOA will return to the sending recruiter the 10% deposit paid as a confirmation deposit.

### Program Cancellation from participant

Any cancellation from participant must be requested in writing via email and will only be effective upon receipt.

Our terms and conditions are as follows:

1. In case of a cancellation from a participant before a work placement proposal has been found by IFOA: IFOA will keep the 10% deposit paid as confirmation
2. In case of a cancellation from a participant after a work placement proposal has been found and a skype interview with the possible hosting company has taken place: IFOA will invoice the sending recruiter 50% of the total program fee regardless of the start date of the program
3. In case of a cancellation from a participant 15 days or less before the start date of the program: IFOA will invoice the sending recruiter 100% of the total program fee

Signed in

date

Participant's signature

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