



Application for a Voluntary Work Placement arranged by HORIZON international e.V.

Please return to us this form by post or pdf via mail

surname first name

address (street/house number)

Town/Postal code

telephone mobile

Email

Name and occupation mother

Name and occupation father

Email of your parents

Mobile mother Mobile father

Names and dates of birth of your siblings

If your parents are divorced/separated which parent do you live with?

Details of your school

Name and address of your school

Which class are you in?

(Please ask your teacher beforehand of permission to hand us his*her contact details. Of course we will deal with it confidentially.)

Name of your class guardian

Contact (email) of your class guardian

Other details

In which country would you like to be placed?

How long? weeks period? from till

Are you vegetarian? Do you smoke?

Please make us aware of any health-related problems / disabilities that you have

Conditions for Participants

Who can apply for a placement with Horizon? Pupils at Steiner Waldorf schools and pupils in the upper classes of other schools, who are given leave of absence for the duration of the placement by their school.

Health/Behaviour/Safety

It is essential that participants are in good health, both physically and psychologically. Consumption of alcohol and drugs is absolutely forbidden.

In the work place and in the host family the participant must obey all the rules that exist there (for example, Health and Safety guidelines). In addition, for France, it is necessary to complete and sign the "Convention de stage" form.

The following applies to all countries: it is forbidden for participants to take part in risky sporting activities, such as canoeing, horse riding, or paragliding. An exception can only be made if written authorisation is received both from the participant's parents and from HORIZON international e.V. Hitch-hiking is also strictly forbidden.

If the student is under 18 years of age then at least one parent (or guardian) must be available by telephone or mobile at all times for the duration of the placement. If problems occur between the student and the host family or with the work placement organisation which are not able to be resolved, HORIZON reserves the right to terminate the placement before the planned end date of the placement and send the student home. All responsibility for additional costs incurred should this occur remain with the student and their family. In addition, HORIZON will not repay any placement or host family fees.

Responsibilities with regard to placement information

When you go on a placement arranged by HORIZON you undertake not to pass on the contact details of the placement to friends or family members. If you would like to return to the same placement organisation or host family for a second time you must inform HORIZON. All HORIZON will charge you in this case will be 65 euros per week.

Making an Application

Once we have received your completed application form and the application fee of 50 Euros (or equivalent) we will begin to look for a placement for you. The placement fee becomes due when you have accepted our offer of a placement. After providing advice, and the decision about the placement having been taken, we will provide you with more detailed information about the placement. The placement fee is 790 Euros for a 4-week stay. For each further week it costs an additional 65 euros.

Cancellation: if you cancel 8 weeks before the date of departure we will refund 60% of the placement fee, if you cancel 4 weeks before we refund 40%, after this we are not able to refund anything.

Bank details:Horizon international e.V, BLZ 26550105 Sparkasse Osnabrueck, Account No.15 11 70 56 24.IBAN:DE48 2655 01050 1511 7056 24 BIC: NOLADE 22XXX

Fees

I have read and understood the costs outlined above and in the attached fee sheet and agree to paying them

Insurance Cover

You must assume responsibility for ensuring that you have adequate insurance cover for personal liability, accident and health for the duration of your placement. We recommend travel insurance that covers the cost of being transported home in case of emergency. Horizon declines any responsibility in this matter.

Application

I hereby apply for a placement with Horizon. I confirm that I have read and understood the conditions for participants (above) and agree to abide by them.

Signature (student) _____

Place / date _____

I hereby register my son or daughter for a voluntary work placement with HORIZON. I confirm that I have read and understood the above conditions, and agree to abide by them. I enclose the application fee of 50 euros.

I confirm that my son or daughter is or will be fully insured for health, accident and personal liability from the onset of her journey to the placement, until she returns home once the placement has been completed.

Parent's Signature _____

Place / date _____

Please attach following documents

- the applicant's letter of introduction
- curriculum vitae with photo
- reference letters from the applicant's class guardian
- reference letter of relevant language teacher (French / German).

Thank you for your application!

If you have further questions you are welcome to contact us via Email or telephone.

Kind regards

the team of Horizon

Horizon international e.V.

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