

**APPLICATION FORM FOR A CIF INTERNATIONAL PROFESSIONAL EXCHANGE PROGRAM (IPEP)**

**IN**

*Please attach or scan a photo*

(Indicate Country of choice)

Fill in the grey fields – more than one line can be used for every question!

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| 1. **PERSONAL DETAILS**   Family name  Gender Male  Female  (as stated on relevant official identification)  First name  Middle name:  Birth date Year  Month  Day  Place of birth  Country  Home Address (as used in international communications)  E-Mail Address  Skype Address  Phone Number  Profession  Present Citizenship  Former Citizenship (if applicable)  Passport Number  Identity Card Number  Family Situation (optional - marital status, children and their ages): |

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| **INFORMATION ABOUT A CONTACT PERSON IN CASE OF EMERGENCY**:  First and Family Name:  Their relationship to you  Address  Phone Number  Mobile Phone Number  E-Mail address:  **YOUR HEALTH CONDITIONS and RELEVANT SENSITIVITIES**:  Do you smoke? YES  NO  Do you have food preferences (for example vegetarian or halal food etc.)? YES  NO  If yes, what?  Do you have dietary restrictions? YES  NO  If yes, what?  Give descriptions and details of any particular potential limitation such as mobility, allergy, disability, health condition, sensitivity to smoking and pets etc.:    Please describe  Will your health insurance cover your travel abroad? YES  NO | | |
| 1. **YOUR EDUCATION**   (Start with the **highest degree** received, indicating study dates (from – to)) | | |
| Title | Education institution/School | From- to |
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| **ADDITIONAL PROFESSIONAL TRAINING RECEIVED**  Give details about the kind of training, the date, and the place: | | |

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| 1. **YOUR PROFESSIONAL DETAILS**   Position and title of your present job: |
| When were you appointed to this? |
| Name and address of your organisation: |
| Purpose and function of your organisation: |
| What professional methods does it use? |
| Description of your main responsibilities: |
| |  |  |  | | --- | --- | --- | | **PREVIOUS JOBS** (the last five years): | | | | Date | Job title | Agency | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  **DESCRIPTION OF OTHER RESPONSIBILITIES** related or not related to your work (such as teaching, volunteer work, etc): |
| 1. MOTIVATION, FIELDS OF INTEREST, HOBBIES   Please give details about your motives in applying to this cif program.  Up to 30 lines can be used below |
| |  | | --- | |  | | **Fields of interest (relevant for agency visits)**  Give details of the kinds of agency, populations, methods and professional positions you would like to observe. Please suggest at least three fields of interest.  1.  2.  3. **The national branch you are applying to may also request additional information, like a resumé/CV.** **Hobbies and Leisure Interests**  What are your hobbies or leisure time interests? What else would you like to share about yourself in order to help find you a well-suited host family? | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. **KNOWLEDGE OF THE LANGUAGE OF THE CIF PROGRAM** | | | | | | Language: |  | FAIR | GOOD | EXCELLENT | |  | Reading |  |  |  | |  | Writing |  |  |  | |  | Speaking |  |  |  | |  | Understanding |  |  |  | | Do you speak any other language? YES  NO  If yes, give details: | | | | | | |
| 1. **ADDITIONAL INFORMATION**   Do you need a visa to attend this CIF program? YES  NO  Will you go back to your present position after the program? YES  NO  Will you get leave of absence from work to attend this program? YES  NO Have you previously been accepted for any other CIF/CIPUSA exchange program? YES  NO  If yes: Year:  Country  Did you participate? YES  NO  If no, please state the reason:  Have you applied to any other CIF/CIPUSA program this year?YES  NO  If yes, which?  How did you learn about the CIF programs? |
| Statements by the applicant to BE read AND AGREED before BEING signED  I certify that the information given in this application is complete and accurate. YES  NO  I certify that I will subscribe to a health/accident insurance policy covering all related expenses that may occur during the program as soon as I am accepted by the program, and thereby relieve CIF/CIPUSA of liability for such expenses. YES  NO  I agree that all information in this application form may be shared with the sending CIF national branch or contact person in order to evaluate my application. YES  NO  **If the applicant answers No to any of the above, a sending branch cannot support the application, and therefore it will be refused**.  I agree that all information in this application form may be shared with any prospective host national branch in order to evaluate my application and to organise the program according to my needs. YES  NO  **If the applicant does not agree with the above, a host branch cannot support the application and therefore it will be rejected.**  I agree that the following information in this application form may be shared with a host family so as to organise a stay according to my needs: name, e-mail address, phone number, information about a contact person in case of emergency, hobbies, leisure interests, languages, health conditions and relevant sensitivities .  YES  NO  I agree that the following information in this application form may be shared with agencies being visited during the program in order to organise the visits: name, e-mail address, mobile phone number, professional situation, fields of interest, languages, health conditions and relevant sensitivities. YES  NO  I commit myself to fully participating in the program, and I understand that following the issuing of a visa I will comply with the conditions of the country I will be travelling to. YES  NO  I agree that as a participant the following information may be placed on the CIF/CIPUSA International Participants database which is for internal use only (by CIF national branches, contact persons, CIPUSA):  Name, country, address, phone number, e-mail address, field of work, country and year of the program.  I agree I may be contacted in order to help develop the organisation and programs. So as to help establish a new branch in my country, I agree the above details may be forwarded to the relevant CIF contact person in order to evaluate and develop the programs, and I may be contacted. YES  NO  Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIGNATURE PLACE AND DATE  **PLEASE RETURN THIS COMPLETED FORM TO YOUR OWN NATIONAL CIF BRANCH OR CONTACT PERSON.** Addresses of CIF NationalBranches can be found at: www.cifinternational.com |