



Thanks for taking the first step towards an amazing adventure in the UK! CCUSA are proud to offer you the popular Work Exchange UK program. This program makes the transition into life in a new country easier. We aim to help you get set up in the new culture and take the stress out of landing in a new and exciting country.

Here you will find the CCUSA Work Exchange UK application form. We have 2 options for you and they are;

- **Independent Option**

Open year round for monthly arrivals, this option is for those who can work a minimum of 4 months to a maximum of 24 months. If you would like to find your own job - either before or upon arrival into the UK, our Independent option will guide you through the process. After acceptance, you will be given a list of employers and the jobs they offer. Using this resource, you can immediately start making contacts.

- **Placement Option**

If you want to relax and have WEUK find your job, then the placement option is right for you. We take the stress out of finding you a job. Job-hunting can be time consuming when no money is being earned; we will save you time, and therefore money by ensuring that everything is organized in advance before your departure to England

To apply to the program is simple!

1. Complete the application form.
2. Sign the Program Agreement where indicated.
3. Choose your option and pay the appropriate fees (see attached program agreement)
4. Send the above, 2 passport sized photos, a current resume and the fee to your local CCUSA office ASAP!

We look forward to receiving your application!

The Team at CCUSA



## MEDICAL HISTORY

- YES  NO Are you in good health? If no, explain \_\_\_\_\_
- YES  NO Any physical disabilities (past or present)? If yes, explain \_\_\_\_\_
- YES  NO Do you suffer from any pre-existing medical conditions? **If yes, provide separate description.**
- YES  NO Any allergies? If yes, specify \_\_\_\_\_
- YES  NO Are you a vegetarian or vegan? If yes, check which  Vegetarian  Vegan
- YES  NO Any special **dietary needs**? \_\_\_\_\_ (special dietary needs cannot always be accommodated)
- YES  NO Do you consume alcoholic beverages? If yes:  Daily  Weekly  Every 2 weeks  On special occasions
- YES  NO Do you smoke? If yes, how often? \_\_\_\_\_
- YES  NO Most employers have smoke free environments. Are you prepared not to smoke while at work?
- YES  NO Are you presently or have been, in the last two years, on any medication? If yes, explain \_\_\_\_\_
- YES  NO Have you ever suffered from a nervous breakdown, depression or other emotional disorder? **If yes, provide separate description.**
- YES  NO Are you currently or have you ever received psychiatric care? **If yes, provide separate description.**
- YES  NO Have you ever suffered from an eating disorder? **If yes, provide separate description.**
- YES  NO Have you ever had a drug addiction/problem? **If yes, provide separate description.**
- YES  NO Do you have any visible tattoos or body piercing? If yes, describe. \_\_\_\_\_
- YES  NO Are you willing to cover your tattoos and cover or remove your body piercing? If no, explain \_\_\_\_\_

## YOUR PERSONALITY & INTERESTS

- Do you prefer to work alone or with a group? Why? \_\_\_\_\_
- \_\_\_\_\_
- Why do you want to participate in this program? \_\_\_\_\_
- \_\_\_\_\_
- What do you think will be your greatest challenge in working overseas and why? \_\_\_\_\_
- \_\_\_\_\_
- Why should an employer choose you as a participant? \_\_\_\_\_
- \_\_\_\_\_
- Tell us about your interests, hobbies or activities. \_\_\_\_\_
- \_\_\_\_\_

## BACKGROUND CHECK

- Have you ever been arrested or convicted of a criminal offense or are you at present, the subject of a criminal investigation?  YES  NO  
(If YES, a detailed explanation must be enclosed on a separate piece of paper)
- Have you ever been charged with or convicted of sexual abuse or molestation?  YES  NO
- Note: A criminal police background check may be required for some programs and/or required by the consulate when applying for your visa. Further information will be given to you if you apply to these specific programs.

## PREVIOUS VISAS

Please list any visas you have held in the past. Do not include the visa you will be applying for on this program.

Country	Visa Name or Type	Working Visa?	Year	Sponsor Agency	Employer Name
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____

Total number of USA J1 Visas Held : \_\_\_\_\_ Attach a separate sheet if necessary.

## RETURNEE INFORMATION

- Have you participated on this program or a similar program with a different agency before?  YES  NO
- If Yes, Employer / Camp Name: \_\_\_\_\_ Position: \_\_\_\_\_
- Are you applying to return to your Employer / Camp?  YES  NO If Yes, please include an invitation from your previous Employer / Camp inviting you to return.





# 2009 Work Exchange UK Program Agreement – Europe

This agreement is between CCUSA GmbH and

CCUSA ID #

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(print name) you, a CCUSA participant

## Acceptance and Visa

1. One of the following fees must accompany your application form, this signed program agreement, 2 passport photos and your current resume.
  - ✓ €140 for the Independent Program.
  - ✓ €240 for the Placement Program
2. All applicants must be at least 18 years of age to be eligible to the WORK EXCHANGE UK program.
3. To be eligible for this program you must also be either:
  - ✓ A passport holder and citizen of a European Union Country – Ireland, France, Belgium, Denmark, Netherlands, Sweden, Finland, Portugal, Spain, Italy, Greece, Austria, Germany, Luxembourg, Poland, Hungary, Czech Republic, Slovakia, Lithuania, Latvia, Estonia, Slovenia, Cyprus or Malta.
  - ✓ A passport holder of New Zealand, Australia or any Commonwealth country, which qualifies for and meets the requirements of the Points Based System Tier 5: Youth Mobility Scheme.
4. Once CCUSA receives your application, we will contact you to discuss the program and its options (Independent or Placement). Upon acceptance to the program, you will receive official written notification.
5. Any false, misleading or withheld information on your application or inappropriate behaviour during your interview, prior to departure for the UK or during your participation on the CCUSA program is grounds for immediate cancellation of your application or from the program without refund. You are required to inform CCUSA of changes in any information provided in your initial application, including but not limited to: health conditions, student status, availability dates. Failure to do so may result in immediate termination from the program without refund.

## Conditions, Program Rules and Termination Grounds

1. Because employers make the final hiring decisions, a job offer is not guaranteed when you apply to the Placement program. The earlier you apply the greater your chances are for a job position you selected. CCUSA will inform you of your job offer, including the date you are required to report to work. **You are required to write an introduction letter (email/fax) to your employer upon receiving your job offer and to confirm all conditions of employment and inform your employer of your travel details as soon as these are arranged.**
2. You are responsible for all travel costs to and within the UK - including from the orientation site to your place of employment.
3. You must come prepared with sufficient money to cover all of your expenses in the UK until you begin earning a wage. A minimum of £800 in either cash- or a valid credit/debit card – (not electron card) with sufficient funds to cover your first weeks in the UK is **Mandatory**. All personal and living expenses are your own responsibility.
4. Your payment while working in the UK will be at least minimum wage – £4.45 per hour (18-21 years of age) and £5.35 per hour (22 years or older). Your employer will determine working and salary conditions at time of hiring (correct at time of printing).
5. Your Job Offer is just that a "job Offer", it is not a contract between you, your employer or CCUSA. Your Job Offer will state hours of work (required) and conditions offered by the employer. However, due to seasonal changes and occurrences beyond their control, these hours/shifts and length of the job offer are not guaranteed, and are subject to change by the employer at any time. CCUSA cannot be held responsible in this case.
6. WEUK will find a you a placement based on the details you gave us on the application form and interview; if you decline a Job Offer you will be automatically be changed to the Independent Program with no refunds of the Placement supplement.
7. **Placement participants** must go to their assigned employer. Failure to do so will result in breach of this agreement and the termination from the program, no matter what the reason, without refund. Placement participants must complete the dates on their Job Offer or risk termination from the program. Refer to your job offer for full details. If you encounter a situation at your employer, which makes it difficult for you to continue working there, you **MUST** contact CCUSA Work Experience in the UK immediately. CCUSA will document all incidences of employer and participant misconduct.
8. Most of our placements are either set in rural locations or out of major city centres. You can specify a region you are willing to be placed in, for example, East, West, North or South. It is not possible to request specific cities. If you want to be in a city centre, you should opt for Independent option.
9. CCUSA does not arrange or provide housing. If an employer does offer housing, it is usually on a first come, first served basis. Whether you arrange your own housing or it is arranged through your employer, you will be required to sign a rental agreement, and pay a deposit which usually amounts to the first and last months rent, which could be up to £1000.
10. In order to work in the UK, you must apply for and be issued a National Insurance number. You can only apply for this card once you have arrived in the UK. You must apply for your National Insurance number at a Social Security office, using the instructions given to you at the orientation session in your country. **The Social Security Department is a UK government agency and therefore, not in the control of CCUSA. CCUSA is not responsible for the length of time it may take to get your National Insurance number and cannot be held responsible for any costs incurred by you due to delays in receiving the number.**
11. Many employers **will not hire** or pay workers who do not have a National Insurance number. If an employer does not hire or pay without a National Insurance number, you **MUST** have sufficient funds to support yourself during this time.

## Refund Policy

1. The application fee is only refundable if you are not accepted to the WORK EXCHANGE UK program.
2. The acceptance payment will not be refunded if you cancel from the CCUSA program after acceptance. In the case of serious illness or death of you, a parent or sibling (doctor's written verification certificate required), all fees except for the application payment will be refunded. All cancellations must be submitted in writing with any required certifications within 10 days before a refund can be issued. No refunds will be made for pre-existing conditions.
3. In the event your visa application (where applicable) is rejected, only the acceptance fee is refundable. CCUSA strongly advises you to apply for your visa only in your country of residence or in the country that issued your passport. CCUSA cannot be held responsible for visa rejections.
4. Once accepted to the program, if you change any information on your application form, either without prior notification or if WORK EXCHANGE UK deems this will affect our ability to find you a placement, then WORK EXCHANGE UK reserves the right to withdraw your application from the program; in this case no refund of any payments will be made.
5. No refund of the Placement fee is given if **you** change from the Placement Option to the Independent option. Additionally, no refund of the Placement fee is given if changes in your information given at the time of placement (such as health conditions, change in availability/university break date) results in the cancellation of the job offer by the employer.
6. If you are on the Placement Program and WORK EXCHANGE UK has not found you a job by the end of the Month you have requested to travel to the UK you can postpone your departure date, transfer to the Independent program and receive a refund of the fee difference or cancel from the program and receive a full refund of your application and program fees. In this event, refunding the fees is the limit of WORK EXCHANGE UK's responsibility, as damages for non-participation are impossible to calculate.
7. Once you travel to the UK and/or start your CCUSA program, there is no refund of any program fees, regardless of the reason why you cannot or choose not to continue your program.
8. WORK EXCHANGE UK is not responsible for cancellation fees of your travel arrangements.





# 2009 Work Exchange UK Program Agreement – Europe

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(print name) you, a CCUSA participant

## PROGRAM OPTIONS

### INDEPENDENT PROGRAM INCLUDES:

- ✓ WORK EXCHANGE UK employers list, where you could find your own job
- ✓ Year round arrivals, (except December and January)
- ✓ WORK EXCHANGE UK international handbook and travel guide (Downloadable PDF format)
- ✓ Pre-departure assistance
- ✓ Phone card

### PLACEMENT PROGRAM INCLUDES:

- ✓ Pre-arranged job for 3 months and longer
- ✓ Year round arrivals, (except December and January)
- ✓ Your placement can come through any time from acceptance until the last day of the month you have requested to travel to the UK. In some cases you might only receive 2 or 3 days notice of your placement and when you are due to start work
- ✓ WORK EXCHANGE UK international handbook and travel guide (Downloadable PDF format)
- ✓ Visa Assistance (where applicable)
- ✓ Pre-departure assistance
- ✓ Phone card
- ✓ Mail-forwarding service
- ✓ Free 24 hour emergency telephone assistance

### Insurance and Travel

1. Participants are responsible for purchasing insurance coverage for the full length of their stay. CCUSA's has 2 recommended insurance policies with the option to add on Luggage and Liability coverage:
  - a. £45 per month Basic Medical and Medical Evacuation Insurance Coverage
  - b. £55 per month Unlimited Medical and Medical Evacuation Insurance Coverage
- OPTIONAL**
  - c. £10 per month Luggage and Liability insurance. If you choose this optional coverage it must start at the same time as your Medical Insurance policy and continue for the entire length of that Medical policy
2. These can be purchased for up to 18 months. Pre existing medical conditions and car insurance are not covered under this policy. Please contact your local country office for more information.
3. If you chose to make your own insurance arrangements, you must provide CCUSA with a copy of your insurance policy. In the case of an accident or incident, it is your responsibility to submit a claim form with all original documentation and to follow the procedures set out by the insurance company. CCUSA is not the insurance company. All claims, processing, and issues are between you and the insurance company. Pre existing medical conditions are not covered under this policy. Please contact your local country office for more information.
4. Assistance in obtaining low-cost travel to the UK can be provided by our travel partners STA Travel. Please contact the CCUSA office in your home country for more information.

### Arriving in London

1. Unless on the Independent option you **should not** organise your travel, including your return to your home country, until you have received your placement.
2. CCUSA will provide you with transfer information and directions from any London airport to the arrival accommodation (we do not offer a Meet and Greet service for your arrival into the UK). Your **first** two nights' arrival accommodation with continental breakfast and orientation in London is included in the program fee (**Placement Option only**). You are responsible for all other meals and expenses. (Independent participants can pre-book their accommodation in advance, at a cost of £35 per night, to cover accommodation and booking fees).
3. National Insurance numbers and how to apply for it: you will be responsible for doing this as soon as you begin work for your employer; for further information you can visit HM Revenue & Customs/National Insurance Contributions at: [www.hmrc.gov.uk/nic](http://www.hmrc.gov.uk/nic)
4. Polish, Hungarian, Czech, Slovakian, Lithuanian, Latvian, Estonian or Slovenian passport holders will complete Workers Registration Scheme paperwork during orientation. You are required to send your original National Identity card to the "UK Government Home Office" along with this application and a one-off payment of £99 (correct at time of printing). You will keep your passport as a proof of identity. Your NI card will be returned to you in about 4 weeks.
5. You will be given information on Travel to Job Location, Housing, Wages and Hours

### Post Work Travel & Changing Jobs

1. You are responsible for all travelling expenses after your job is finished including Transportation, meals, accommodations and travel costs back to your home country.
2. If you decide to change jobs or if you decide to leave a placement during your WEUK experience, you must give your employer 2 weeks notice and inform CCUSA of your plans, you are also required to notify WORK EXCHANGE UK of your new contact details or any plans to return to your home county early whilst you are still in the UK. You must also provide an Independent Job Offer form for every employer for whom you work.
3. WORK EXCHANGE UK is not responsible for providing assistance or finding you a new job if:
  - a. **You are fired from your employer.**
  - b. **Choose to leave for any reason.**
  - c. **Your agreed contractual assignment as per Job Offer is terminated or comes to an end.**
  - d. **You have not complied with the terms and conditions of employment.**
  - e. **You decide to return home early, (including points "a", "b", "c" and "d" above) no fees paid to CCUSA will be refunded.**

### My signature below confirms that:

I have read, understood, and agreed to abide by the terms, conditions and rules as detailed above. I agree that all information written and given to WORK EXCHANGE UK is 100% correct. I allow WORK EXCHANGE UK to send me program information, and updates via email. I also allow WORK EXCHANGE UK to forward my name, email address and mail address to their preferred travel agent, to other participants who may wish to share a room for any travel options and to participants placed at the same employer or travelling on the same flight. I will allow photos taken of me at meetings, arrival sites and/or at my employer location to be used for publicity purposes. California law applies to any disputes arising out of this agreement. I understand that CCUSA's WORK EXCHANGE UK program complies with the regulations applicable to a UK recruitment company.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please make a copy of this for your own records, and return the signed original to your local CCUSA office

