



## BOOKING FORM 2015: KBM CONSULTANTS - WORK EXPERIENCE IN LONDON



### STUDENT DETAILS

NAME AND SURNAME OF THE STUDENT	
SCHOOL/UNIVERSITY	
QUALIFICATIONS	
LIST YOUR EXPERIENCE	
SEX / AGE/ETHNICITY (Diversity Practices)	
NATIONALITY	
CONTACT NUMBER	
ADDRESS	
EMAIL ID	
PASSPORT/ID NUMBER AND EXPIRY DATE	
Do you have any criminal convictions in any country?	
English Language Level (please indicate level referring to CEFR, for instance B1 for intermediate level)	
Date of arrival	



<b>Date of departure</b>	
<b>Duration of the internship in weeks</b>	
<b>Do you require airport transfers? Please give flight details.</b>	
<b>Do you requires accommodation? Please indicate if you would prefer homestay or residential accommodation and meal plan (self-catering, B&amp;B, Half-Board)</b>	
<b>Do you mind if there are pets/animals if living with a family?</b>	
<b>Do you have any specific dietary requirements?</b>	
<b>Do you have any allergies/ medical conditions that you would like to mention?</b>	
<b>Do you require a language course before your internship? If yes, for how many weeks?</b>	
<b>LIST YOUR KEY SKILLS:</b>	
<b>WHAT ARE YOU LOOKING FOR?</b> (Please state your area of interest or study that you wish to pursue your work placement in. Please also indicate a first and a second choice of sectors).	
<b>Do you consider yourself to have any disability? YES / NO</b> <b>If yes, please state if you have any special requirements to complete a work placement or attend an interview?</b>	





## TERMS AND CONDITIONS: KBM CONSULTANTS - WORK EXPERIENCE IN LONDON

### General

Interns should complete the Registration Form of **Work Experience in London**, submit a copy of the ID/ Passport, Curriculum Vitae in English with a recent photograph on the top of it (not compulsory), write a cover letter in English about the intern's profile, indicating the objectives and the expectations about the internships and how these relate to interns' study and career paths.

The bookings are personal and not transferable to other participants. The programme is suitable for EU Nationals aged 18 +. Interns under 18 can be accepted if in groups and accompanied by an adult tutor. If necessary and if in doubt about the interns' level of knowledge of the English language, **Work Experience in London** will send the participant a written English language level test. The company may later decide to have a Skype or phone call with the future intern.

The enrolment documentation must be submitted to **Work Experience in London** at least 4 weeks prior to the starting date of the internship, last minute requests can be accepted and **Work Experience in London** can check availability of open positions for interns.

Interns must at time of applying book all services required in advance (accommodation, English classes if necessary, transfers to and from the airport).

Once services are requested they cannot be changed or altered or transferred, starting date cannot be postponed or changed, services cannot be added or taken out.



After submitting the application for internship and/or any other services, 25% of the total amount is payable immediately as a deposit, via bank transfer, credit or debit card. The payment of this amount will be then deducted from the total fees which shall be paid no later than 15 days before arrival date in London, if you also book accommodation services. Work Experience in London guarantees the placement, in the unlikely eventuality that Work Experience in London fails to provide an internship placement or not accept your application, the full 25% deposit will be refunded. The 25% deposit is non-refundable if the intern decides to cancel the programme for whatever reason, whether the intern received programme details or not. The Intern cannot start any part of the programme before the full fee is received of the total programme fee.

Here are the bank details of Work Experience in London trading as KBM Consultants:

	Euro Account Details	Pound Sterling Account Details
<b>Account Title</b>	KBM Consultants	KBM Consultants
<b>Bank</b>	Barclays Bank	Barclays Bank
<b>Bank Address</b>	Wembley and Park Royal Branch, Acorn House, and 36-38 Park Royal London NW10	Wembley and Park Royal Branch, Acorn House, and 36-38 Park Royal London NW10
<b>IBAN</b>	GB85BARC20926042674899	GB13BARC20926003971449
<b>Account #</b>	42674899	03971449
<b>Sort Code</b>	209260	209260
<b>Swift Code</b>	BARCGB22	BARCGB22

Interns are strongly advised to take out insurance to cover any cancellations plus to participate in an Internship programme in London it is compulsory to book a medical insurance and third party liability with coverage for the whole period of the stay. The interns will be required to bring proof of their insurance.

**Work Experience in London** is not liable for any loss or damage to a person or a property whilst providing its services. It is a basic stipulation of the agreement/contract between you the intern and Work Experience in London and /or our providers, that neither **Work Experience in London** nor our providers will be liable in a case where **Work Experience in London** and/or provider is unable to fulfill any service to which we or the provider is contractually bound because of labour dispute, act of God or government, fire, natural disaster, power surge or any other act or condition beyond the reasonable control of **Work Experience in London** and/or the providers.





## Internship

The minimum period for an internship in KBM Group of companies is 2 weeks. The maximum period is 6 weeks. The intern must submit the application form at least 4 weeks prior to their planned arrival date or start of the internship. Interns with bookings who are less than 4 weeks prior to their starting date must contact Work Experience in London first before applying. CV and motivation letters must be e-mailed to Work Experience in London within 48hrs after applying. The intern can choose a part-time or a full-time internship throughout his or her stay in London.

## Accommodation

To book accommodation with us, you must do so at the time of applying. Any last minute, additional bookings for accommodation will accrue an additional booking fee of £100. If we cannot offer accommodation in a host family, an alternative will be offered in an apartment or student residence and vice versa. The minimum period in accommodation is 4 weeks; there is no maximum stay restriction (2 week stay is possible for shorter bookings and exclusively in homestay or hotels/hostels). If you book accommodation for part of your stay and afterward, you want to extend your stay in the same accommodation this may not be possible. You may need to move to another one or there may not be any accommodation available at all, in that case Work Experience in London will not take responsibility. If you stay on an extra day or two, these extra days will be charged on a pro rata basis, (so your accommodation cost of one week will be divided by seven and for each extra day you will be charged the cost per day).



At the time of booking a non-refundable booking fee is payable of 25% of the total cost of accommodation. If you decide to cancel prior to arrival (whether you have received the host family /apartment details or not) or for whatever reason, the booking fee of 25% of the accommodation cost is non-refundable.

If you wish to cancel after arrival three weeks' notice is required, if you wish to leave immediately and not give three weeks' notice you will still be charged three weeks of the price of accommodation plus a £75 admin fee. If you give three weeks' notice the only charge will be a £75 processing administration fee and the rest of the money will be refunded within 14 working days.

If you wish to change your accommodation you will need to give us three week notice and new accommodation will be offered if the reason for change is reasonable. If you have any problem you must contact us and we will be happy to help. You are however not allowed to act on your own, for example if you leave your accommodation without contacting us first, we will not offer you a replacement or refund. You will be required to respect accommodation rules.

Any illnesses, allergy or disability must be reported at the time of booking especially if you want to book homestay accommodation, so we can inform your host-family about any special need or requirement of each intern.





## Airport Pickup/Taxi

You will need to provide exact arrival details in the form provided by Work Experience in London. Information must be correct; any incorrect information may result in non provision of service for which Work Experience in London will not take responsibility.

Your driver will wait in the arrival hall with your name on a board. If your flight/train is late, no additional charge will occur. If you cannot see your driver, you must call the number given to you in the arrival form and you must go to the information desk asking for a call to be put out for your driver, in addition you must call us.

### Declaration:

I declare that the statements made by me are correct to the best of my knowledge and belief. I have read and understood the Work Experience in London's terms and conditions and I agree to be bound by them.

**I confirm that I have completed all relevant sections of this form.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





## **WORK EXPERIENCE IN LONDON**

1 Concord Business Centre, Concord Road, London, W3 OTJ, UK

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Email: [info@workexperienceinlondon.com](mailto:info@workexperienceinlondon.com)

