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| **SECTION I – TO BE FILLED OUT BY THE CANDIDATE** |
| **I.A - PERSONAL INFORMATION** |
| Full name (as shown in your passport) |  |
| Date of Birth (YYYY-MM-DD)  |  |
| Nationality |  |
| Address | Street and number |  |
| C/O |  |
| Postal code and City |  |
| Country |  |
| E-mail | Work |  |
|  | Private |  |
| Phone number | Landline |  | Mobile |  |
| **I.B - PRESENT EMPLOYMENT** |
| Employer name  |  |
| Position |  |
| Time in position |  |
| Location |  |
| Job description |  |
| Immediate manager | Name |  |
| Position |  |
| E-mail |  |
| Phone number |  |  | Mobile |  |
| **I.C - PAST EMPLOYEMENT** |
| Describe for each job:* The name of the organisation
* Period of time employed
* Position held
* Short job description
 |   |
| **I.D – EDUCATION, TRAINING AND LANGUAGE SKILLS** |
| School Education |  |
| Post School EducationPlease provide information on additional training you may have undertaken and post school education that is relevant to this application  |  |
| Other Qualifications |  |
| Knowledge of EnglishPlease indicate your level of knowledge as :* Basic User
* Independent User
* Proficient User

If in doubt, please see : <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf> | Speaking |  |
| Listening |  |
| Writing |  |
| Reading |  |

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| **I.E - PERSONAL STATEMENT** |
| Personal statementIn your personal statement please indicate your current role within the Waste Management Industry, your involvement with Health, Safety Environmental and Operational issues, what you want to achieve during your work placement and how you will use that knowledge on your return. |  |

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| **I.F - AVAILABILITY** |
| I confirm that I am available for the programme on the following dates (tick all that apply) |  27th October – 10th November 2018 |  |
|  26th October – 9th Novemberr 2019 |  |
| **I.G - PREFERENCE FOR PLACEMENT** |
| Tick all that apply**Please note** that we may not be able to fit your requirements exactly. | Waste to Energy --- CHP |  |
| Collection Services |  |
| Recycling Facilities |  |
| Local Authority Partnerships |  |
| Other (Please state details) |  |
| **I.H - CONFIRMATION AND SIGNATURE** |
| I hereby confirm that:* the information stated in my application is truthful and correct;
* I have read and agree to the guidelines of the programme;
* my current employer has agreed to allow me to take part in this programme;
* I am a legal resident in Denmark or Sweden;
* I hold a valid passport for travel to the United Kingdom;

I am aware that if I do not hold a Danish or Swedish passport I may need to acquire a visa to visit and work in due time before the exchange;* submitting this application does not guarantee me participation in the exchange programme;
* if selected to take part in the programme, I will fulfil the obligations of the programme, hereunder and:
	+ take part in the training/briefing session taking place before the UK placement;
	+ on the placement act in a professional manner and share my own experiences of health safety, environment and operational procedures with my hosts. I understand I will also be expected to meet all the standards expected of UK employees in the organisations I join;
	+ keep a log/diary in a format provided to me during my placement in the UK;
	+ write a short report of my experiences in a format provided to me within two weeks of my return from the placement;
	+ take part and present my experiences at the debriefing session after my placement; and
	+ promote lessons learnt in my own organisation and share my experiences with other Avfall Sverige and DAKOFA Members through events that may be organized in my local area.
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| Signature |  | Date |  |
| Name (IN BLOCK LETTERS) |  |

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| **SECTION II – TO BE FILLED OUT BY THE CANDIDATES EMPLOYER** |
| **II.A - EMPLOYER INFORMATION** |
| Name of the organisation |  |
| Type of organisation |  |
| Country where registered |  |
| CVR-number/Organisation number |  |
| Address | Street and number |  |  |
| C/O |  |  |
| Postal code and City |  |  |
| Country |  |  |
| Webpage |  |  |
| Contact person | Name |  |
| Position |  |
| Relation to applicant |  |
| Location |  |
| E-mail |  |
| Phone number (incl. country code) | Landline |  | Mobile |  |
| **II.B – INVOICING INFORMATION** |  |  |  |
| Name of the organisation |  |  |  |  |
| Country where registered |  |  |  |  |
| CVR-Number/Organisation Number |  |  |  |  |
| Electronic Invoicing Number (if applicable) |  |  |  |  |
| Address | Street and number |  |  |  |  |
| C/O |  |
| Postal code and City |  |
| Country |  |
| Your invoice reference |  |  |  |  |

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| **II.C - CONFIRMATION AND SIGNATURE** |
| We (the employer) hereby confirm that:* the information stated in this application is truthful and correct;
* we have read and agree to the guidelines of the programme;
* we are aware that the submission of this application does not guarantee the candidate participation in the exchange;
* the candidate stated in this application is an employee in our organisation;
* we have allowed the candidate to apply for this work experience programme and that the candidate, if selected to take part in the programme, will be able to take part in all parts of the programme as part of the candidates paid employment and that we will meet the hereto related subsistence and travel costs for the candidate;
* we will ensure all insurance cover for the candidate is in place to cover travel, third party indemnity and liability insurance for all activities under the programme;
* we, if the candidate is selected for the programme, will fully support the candidates participation in the programme, hereunder, but not restricted to:
	+ taking care of travel and accommodation issues related to the programme;
	+ supporting the candidate in finalizing a short report in a format provided by the programme within two weeks after returning from the placement;
	+ participating (in addition to the candidate) with a member of our organisations senior management at the de-briefing meeting of the placement;
	+ promoting the programme and supporting our candidate in promoting lessons learnt within our organisation and that we will share experiences with other Avfall Sverige and DAKOFA members through events that may be organised in our local area;
* we agree to pay the application and administration fees of the programme, including the:
	+ application fee of 2.300 DKK excl. VAT, which will be invoiced to you by Ramboll upon receipt of the application form. The application fee must be paid for all candidates applying to the programme regardless of whether the candidate is selected for the programme or not; and
	+ administration fee of 8.500 DKK excl. VAT, which will only apply to candidates selected for the programme. The administration fee will be invoiced to you by Ramboll upon confirmation and signing of the contract for the programme placement.
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| Signature (on behalf of the employer organization) |  | Date |  |
| Name (IN BLOCK LETTERS) |  |
| Position |  |

# Data Protection Statement

The personal information you supply to us in this form will be handled properly under the Data Protection Laws of Denmark. The 'personal data' that we collect in the course of carrying out our functions will only be used for this exchange programme. This may include sharing relevant details with the organisations participating in the programme. Information will not be used for ANY other purpose.

We consider that the correct treatment of personal data is integral to the operations of the partners of the programme and in maintaining the trust of the persons and organisations we deal with. We fully appreciate the underlying principles of legal protection for personal data and support and adhere to all legal provision.