



INFORMATION FOR DIRECT APPLICANTS

Many thanks for your interest in a work placement with Concordia. If you want to come to the UK with Concordia, you have different options:

- You can apply through one of our agents. The agent will be able to offer you a range of optional non-recruitment services that you may find very useful, for example translation services, help with completing forms, preparation and presentation of documents, travel arrangements. The agent will be able to tell you exactly what services their agency can provide, and what fees they charge for each service.
- You can apply directly to Concordia. Information on the direct application procedure follows:

HOW TO MAKE A DIRECT APPLICATION TO CONCORDIA

Please remember that the direct application process will be conducted entirely in English, including the interview. If you do not have a good level of English this does not mean that you cannot come to the UK, but it does mean that you will not be able to apply direct as unfortunately we do not have the resources to conduct interviews in other languages.

If you do want to apply direct, please visit our website at www.concordia.org.uk. You will see what suitable vacancies are available for the dates you are interested in. Next to each vacancy you will see the interview date – please note that if your initial application is successful, then you will need to be available on this day. Choose the vacancy that you want to apply for, and follow this process:

STEP 1: PRESENTATION OF DOCUMENTS

These documents need to be prepared and sent to Concordia. You must submit **ALL** documents together at the same time. Only **individual** applications can be processed – we cannot guarantee that couples/friends will be placed together if their applications are successful. Please do **NOT** send documentation for more than one person in the same **envelope**, as this would lead to all of those applications being rejected. You may send applications for different people in the same **batch**. We will let you know whether or not you have been selected for interview a minimum of 10 working days before the interview date for the post you have applied for.

Concordia
19 North Street Portslade
BN41 1DH UK
T +44 (0)1273 422 293
E info@concordia.org.uk
www.concordia.org.uk

DOCUMENTS REQUIRED

1. Complete the Concordia application form (you will find this on our website). You will need to print it out, complete it and sign it. Please make sure that you state clearly the post you are applying for, including the name of the farm/ the placement dates/ the placement reference number.
2. A Passport photo
3. A copy of your passport or national identity card **certified by a notary**. Please remember that unfortunately we can only accept applications from EU citizens at this time.
4. Two employment references or academic references with contact details (email, telephone number and postal address). These need to be translated into English and notarised.
5. **Original** student certificate (if you are a full time student) signed and stamped by your university. This needs to be **translated into English** and **notarised**.
6. Written statement of minimum 50 words (in English) of why you would be a good candidate for the Concordia programme.

Please make sure that your application is complete, and that you have ALL the necessary documentation. **If your documents or application form are incorrect or incomplete your application will automatically be rejected.** Send your documents to Concordia at the following address: Concordia YSV (Farm Applications), 19 North Street, Portslade, East Sussex, BN41 1DH, England, or you can send scanned copies to: apps@concordia.org.uk with 'Farm Application' in the subject line.

STEP 2: INTERVIEW

If you are selected for the second stage of the process, you will have a video Skype interview with a member of the Concordia team. After interview, we will let you know within a maximum of 5 working days whether or not your application has been successful.

STEP 3: CONCORDIA MEMBERSHIP (OPTIONAL) / INSURANCE (COMPULSORY)

If you are accepted on a Concordia placement, within 5 working days you will need to:

- Complete our **online application** (we will send you a link)
- When you complete your online application form you can choose to become a Concordia Member – if you choose this option your membership will include insurance, together with a range of other benefits. If you choose NOT to become a Concordia Member, you will need to send us proof of purchase of an insurance policy offering at least equivalent cover*.

If you do not complete the above steps within 5 working days, then you will lose your placement.

We hope that the above information has been helpful to you,
Kind regards, The Concordia Team

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*To participate in a Concordia programme you must have an insurance policy that provides you with a minimum of:

- £2 million personal liability insurance while at work and
- £50,000 repatriation insurance.

Concordia membership includes this insurance cover. If you choose Concordia membership, please send the receipt for your bank transfer of £63 to Concordia with your application documents. Please make sure that the amount that is received in the UK is £63 net - you will need to pay commission/ transfer charges to both the bank in your country and the bank in the UK.



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