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| Form updated with  Tactic Logo | logo Euroyouth_pb |  |

**APPLICATION FORM AND PERSONAL INFORMATION SHEET**

*If possible, please fill this form on the* ***computer****.*

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| **PHOTO**  *Make sure you insert you photo in your CV* |

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| **Personal Details** |
| Full name:  Street:  Zip Code, town:  Country:  Tel.:  Email:  Fax:  Nationality:  Passport / IC:  Tax Number:  Date of birth:       Sex: | Emergency Contact  Street:  Zip Code, town:  Country:  Tel.: | |

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| **Work Experience / Internship** |
| Professional field requested / internship sector:  Which school education / degree do you have?  Do you have a vocational training? Which?  In which professional field would you like to do the practical training? (*Please give three concrete examples, in order of preference)*  1.  2.  3.  Please indicate what concrete tasks you would like to carry out (*Please give three concrete examples, in order of preference):*  1.  2.  3.  Which professional experience do you have?  Have you been abroad for a long time *(exchange, practical training, etc*.)? | |

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| **Foreign Languages** | | |
| You can communicate in | not at all | a little bit | | medium | fluently |
| Portuguese |  |  | |  |  |
| English |  |  | |  |  |
| French |  |  | |  |  |
| Spanish |  |  | |  |  |
| Italian |  |  | |  |  |
| German |  |  | |  |  |
| Other |  |  | |  |  |

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| **Expectations/Plans** |
| Please describe what you expect from a practical training abroad.  What are your career plans after the practical training?  What wishes, hopes and fears do you have concerning the practical training?  Why do you think, apart from your professional qualification, that you fit into a practical training? | |

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| **We need the following details for your stay abroad** |
| Do you have a drivers licence? *yes*   *no*  Are there any activities that you cannot perform for medical reasons (*e.g. allergies etc*.)? | |

Herewith, I assure that all given details are true.

*Date*       *Signature*

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| MC900434750[1] | **Dear participant,**  **Besides this Application Form you should send other documents. Please check the “Required document list”.**  **Regarding you CV and Motivation Letter, they are fundamental for us to be able to find you a suitable internship.**  **The final destination of the both of them is the company so it should be well written. Your internship also depends on this.**  **Therefore, please consider the following advices:** |

**1/ CURRICULUM VITAE**

The CV should:

* Be written in Portuguese or English;
* Include all professional experience (dates, employers, responsibility, tasks,...), even if it is not related to your sector of internship;
* Include all Education and Training (dates, school or/and university, graduation title, main subjects,...);
* Use the Europass format, making sure you erase all “pre-written filling tips”;
* Include your photo, in passport format.

**2/ MOTIVATION LETTER**

The motivation letter should be in Portuguese or English and include:

1st paragraph:

* Short presentation of the participant
* Short reference to academic training and professional experience.
* Described the specific sector in which you would like to have the internship, as well as the specific tasks you want to perform.

2nd paragraph:

* What you expect from the practical training.

3rd paragraph:

* How you think you can contribute to the company.