

## Hotel Internship Program in Spain

### GUIDELINES



Dear  
Candidate,

Merci de l'intérêt  
que vous portez  
à **Work Overseas**.  
C'est le début d'une  
nouvelle aventure  
à l'étranger :-)

Hello,

Thank you very much for your interest and congratulations for your initiative. Living abroad is an amazing experience and we hope we can help you reaching your goal!

So you can apply to this program, and we can place you more easily, we'll kindly ask you to carefully read and follow these guidelines. You will also find on our website, all the program details. If in doubt, please feel free to contact us.

We will come back to you as soon as we'll have received your application file.

Thanks in advance for your trust,

And speak to you soon :-).

## 1<sup>st</sup> step

### Prepare your application file

Please prepare all the necessary documents:

#### COMPULSORY ELEMENTS:

Please scan or take a picture of all the elements needed.

Copy (both sides) of your ID or passport. To be scanned.

Copy of your student certificate (or we can help you thanks to an online training).

CV in english (**Word format**), including your « work experience », your « education », your « skills », your « language skills ».

Please upload, fill in and submit documents (CV, Medical Report and Accom. Form):

<https://www.workoverseas.eu/docs-hospitality-internships-spain>

A general cover letter in english (**Word format**).

A full body picture (professional clothes).

Please carefully read the conditions attached. We will consider you have read, understood and accepted these conditions when receiving your file.

## Payment methods

- Pre online registration.
- Program fees will be invoiced once your application has been accepted and will be due before the start of the placement search.

## Program fees

895 €

## 2<sup>nd</sup> step

### Upload your documents and register online

Please check your file is complete.

Fill in the online form below:

[https://forms.zohopublic.com/virtualoffice1679/form/WorkExperienceSpainApplicationFile/formperma/AAgk36136Ka0f2445dM44\\_b51](https://forms.zohopublic.com/virtualoffice1679/form/WorkExperienceSpainApplicationFile/formperma/AAgk36136Ka0f2445dM44_b51)





We will then come back to you for next step.  
Thank you for your trust :-).

## What's next ?

1. We will come back to you within 2 days.
2. We will ask you to answer a few questions.
3. Skype interview, processing your file and final decision (within 8 working days).
4. Placement search: 2 to 12 weeks.
5. Placement confirmation: signature of the placement agreement, forwarding all the necessary information to settle in Spain.
7. Departure for Spain: joining the staff house on sunday afternoon, and starting on monday morning!
8. Assistance available on request during the whole duration of your stay.

## Program Conditions

### JOBS & INTERNSHIPS

Services included	Time spent
<b>Skype Interview and checking documents:</b> prepparing application file, proofreading your dear family letter, checking references ...	 2 hours
<b>Looking for a company:</b> sourcing company profiles, suggesting your profile to them, organizing skype interviews and giving tips to increase your chances to quickly find the right job or internship.	 6 hours
<b>Placement confirmation:</b> assistance with flight booking, insurance and all pre-departure questions.	 1 hour
<b>Assistance during your stay:</b> we will remain at your disposal to support you during the whole duration of your stay abroad, when needed.	 1 hour on request

## Our guarantee

Work Overseas works closely with companies and accredited agents carefully selected all over the world to offer you the best possible service. Here below what we can offer you as an a work placement agency:

- All the services detailed above.
- Companies have legal existence, checking their identity, as well as accommodations, checked by local agents.
- Cancellation from one of our companies is very unlikely. However should this happen, we will launch a new search very quickly.

- Connecting with other members of Work Overseas programs, when possible, or giving tips to meet friends.
- Saving time in your search (information, accommodation, company ... ). Information are centralized by our agency.
- Saving money as everything will be confirmed before your arrival and so you will not have to pay for accommodation and bills while looking for a position in a company.
- Support **on request**, during the whole duration of your stay.

## Our limits

Here below what we can't unfortunately control:

- A 100% perfect placement. As you will be in contact with colleagues, managers, room-mates .... there are always things we can't control even if we do everything we can so your placement will be a success.
- Even if accommodation has been checked, in a reasonable way, we can't guarantee you will get on well with other roommates, neither they will clean the flat as you wish they would do. However we are always happy to assist when requested.
- All the tasks given by the company in details. You will be then directly linked to your employer and need to communicate with your managers. In case the company would ask additional hours, you would need to communicate with your team as well. However we are always happy to assist when requested.
- We can't visit all the companies. Some of them are visited regularly randomly. Agencies can only check companies thanks to pictures, internet search, telephone interview and recommendation(s).
- A quick and easy integration. Sometimes the first weeks can be difficult (friends missing, new environment ... ) You will need to be prepared to this but we will be here to assist.
- A change of placement. However we are always willing to try our best and support.

## Payment Conditions

- Pre online registration including. For some special programs, such as «Farm Jobs in Australia» and «Singapore Internships» conditions can be different (refer to specific conditions on guidelines).

- Program fees will be invoiced once your application has been accepted, before the placement search will start, and only if we think we'll be able to find suitable placement. Not refunded in case of cancellation from the candidate.

- In case of cancellation after the interview and Work Overseas has processed the application file, a 150 registration fee will be invoiced and due within 48 hours to cover the amount of work asked by the candidate. There will be however no fees in case the candidate's application will be refused.

## Payment Methods

- Agency fees are charged either by international bank transfer or by credit card.