



INTERNATIONAL ASSOCIATION FOR EXCHANGE OF STUDENTS FOR TECHNICAL EXPERIENCE (IAESTE) - KENYA WORK OFFER FORM

Notes to Participating Companies

Every effort will be made to select a candidate for training according to the requirements you have indicated on this form. For this reason, it is advisable to include as much detail as possible both on the type of placement offered and the qualifications of the trainee required. Please attach a company brochure with your offer form, as this will further ensure that an informed and motivated student is put forward as your trainee.

One student will be nominated for your placement and once you have confirmed acceptance of the trainee, IAESTE will issue all the necessary papers. We would ask that if you do not find the chosen candidate acceptable we should be allowed to put forward an alternative candidate.

Although this training offer you are making is not legally binding, we request that you view this as a serious commitment to hold a place open for an IAESTE trainee, at least until the specified nomination deadline. PLEASE DO NOT CONSIDER THIS AS A SOURCE OF ONE OF MANY APPLICATIONS TO BE SCREENED FOR TRAINING PLACEMENTS WITHIN YOUR COMPANY, BUT AS AN IAESTE OFFER TO BE UNDERTAKEN BY AN IAESTE TRAINEE.

Upon completion kindly post this form to

IAESTE JKUAT Coordinator,
Jomo Kenyatta University of Agriculture and Technology,
P.O. Box 62000 –00200,
NAIROBI,
KENYA.

Tel: 067-52029
Fax: 067-52093

Email: mgathenya@agr.jkuat.ac.ke OR mgathenya@yahoo.com

INTERNATIONAL ASSOCIATION FOR EXCHANGE OF STUDENTS FOR TECHNICAL EXPERIENCE

1.0 Employer Information

Company Name: _____

Company Address: _____

Telephone: _____ Fax: _____

Official Responsible: _____ E-mail Address: _____

Business or Products: _____

Working Place: _____

Number of Employees: _____ Working hours per week: _____

Daily Working Hours: From _____ To _____

Nearest International Airport: _____

Nearest Public Transport: _____

2.0 Student Required

Faculty: _____

Specialization: _____

Study Level: beginning (%)

middle (%)

end (%)

Previous practical training required? YES NO

Language required for training: _____

Proficiency in reading, writing, talking: _____ (1 = excellent, 2 = good, 3 = fair)

Other requirements: _____

Nationality of student (if you have no preference please write 'any'): _____

Number of students requested: 1 2 3 4 5

3.0 Work Offered

Kind of work: (if possible, please attach more detailed job description and a company brochure if available) _____

Categories: Research & Development (D) *e.g. lab based work, analysis, evaluation*

 Professional (P) *e.g. design, project work, testing services*

 Working environment (W) *e.g. operational activity, assembly work*

 Non-specific (X) *e.g. general office work, guest reception work*

Number of weeks offered: minimum _____ maximum _____

Within the dates from _____ to _____

Dates of work closure/holidays: _____

Is training available during this period? YES NO

If not, will student be paid? YES NO

Gross pay per (month/week/hour): _____

Trainee will be paid: weekly bimonthly monthly other

Is special clothing required? NO YES, _____

4.0 **Accommodation**

Can employer arrange accommodation? NO

YES, rent per (week/month): _____

Are canteen facilities available at work? NO

YES

5.0 **Employer's Undertaking**

I agree to hold this offer open for a foreign trainee and expect to receive details of the selected IAESTE student by _____

Signed: _____ Date: _____

Position in company/university: _____
