NOTE: This application form is for exchanges during 2019 and must be submitted **no later than 30th of November 2018**

**1. About me**

Name: Job title:

Gender: Age:

School Name, Address, Telephone Number:

Home Address and Telephone Number(s):

Preferred email address:

**2. About your school/s**: (e.g. school size, location, students’ age range, number of staff, special focus/needs)

**3.** **You/Your School’s** **Key strengths** (is there anything you would be particularly keen to share with an exchange partner?):

**4.** **What countries would you consider for an exchange?** (number in preference order)

⃝ Denmark ⃝ Finland ⃝ Norway ⃝ Scotland ⃝ Slovenia

**5.** **Professional inquiry questions** (what do you wish to explore during your study visit?):

**6.** Useful information (we would like to know the following….)

What is your level of English proficiency? Low/Medium/High

Do you have pets? Yes/No

Do you smoke? Yes/No

Does anyone in your house smoke? Yes/No

Please tell us a bit about your home, the space available for your exchange partner and anyone else who lives there:

Is there anything else it would be helpful for us to know?

**Check the box below, if you prefer staying at a hotel instead of staying with your host**

❑ I prefer to stay in a hotel in the area.

**7. Medical issues, allergies or dietary restrictions** **which need to be addressed?** Yes/No

If yes, please provide details:

**8****. Are you a member of a school heads association in your country and do you know if it is affiliated to ESHA?**

❑ Yes; please mention the name of the association

❑ No; please let us know if you or your organization you’re connected to is interested in becoming a member of ESHA. Please mention a contact person including email address.

❑ I have read and agree with the conditions as outlined in the annex

Signature……………………………………… Date………………………………………..

Please return the completed survey to the ESHA office via monique.westland@esha.org

ANNEX:

**Expectations of those involved in ESHA Academy Job Shadowing exchange program:**

* To establish email or other communication with your matched partner as soon as you are connected.
* To host, in your home, your ESHA exchange partner during the overseas part of the exchange or help find a hotel in the area.
* Ensure any required permissions are given by your employer for your ESHA exchange partner to be in your school/s and to engage with your work.
* To participate in appropriate job shadowing and educational experiences being presented by your ESHA exchange partner.
* To present materials on your findings as appropriate to your situation.
* The fee charged to ESHA members will be €150.
* The fee charged to non-ESHA members will be €300.
* For applicants coming from countries with non-Euro currency we will follow exchange rates according <http://www.xe.com/currencyconverter/> .
* Payments need to be made immediately after the match has been established.
* Details of the matching partner will be provided when payment has been confirmed.