



Year _____

Centre _____

HOST FAMILY APPLICATION

<input type="radio"/> Mrs. <input type="radio"/> Miss		1. Surname		2. Name		3. Mobile number		4. Home phone number	
<input type="radio"/> Ms. <input type="radio"/> Dr.									
5. Occupation		<input type="radio"/> FT <input type="radio"/> PT		6. Work phone number		7. Nationality		8. E-mail address	
<input type="radio"/> Mr. <input type="radio"/> Dr.		9. Partner's surname (if different)		10. Partner's name		11. Partner's mobile number		12. Partner's work phone number	
13. Partner's occupation		<input type="radio"/> FT <input type="radio"/> PT		14. Partner's nationality		<input type="radio"/> Married <input type="radio"/> Divorced <input type="radio"/> Cohabiting <input type="radio"/> Single <input type="radio"/> Widowed		15. Does the family have a special diet?	
16. Home address				17. Besides family members, are there other people living in the house? <input type="radio"/> Yes <input type="radio"/> No If yes, who?					
				18. Preferred gender of student/s		19. Would you accommodate a smoker?			
				<input type="radio"/> Boy <input type="radio"/> Girl <input type="radio"/> Either		<input type="radio"/> Yes <input type="radio"/> No			
County: <input type="radio"/> Herts <input type="radio"/> Essex				Postcode:		20. Preferred student/s age: (you may tick more than one)			
						<input type="checkbox"/> 10 to 18 <input type="checkbox"/> 10 to 12 <input type="checkbox"/> 12 to 14 <input type="checkbox"/> 14 to 16 <input type="checkbox"/> 16 to 18 <input type="checkbox"/> 18+			
21. Do you have any children at home? <input type="radio"/> Yes <input type="radio"/> No				22. Age of boys		23. Age of girls			
24. Family's weekend pursuits									
25. Do you keep any pets? <input type="radio"/> Yes <input type="radio"/> No				26. If yes, which?					
27. Type of house <input type="radio"/> Terraced <input type="radio"/> Semi-detached <input type="radio"/> Detached <input type="radio"/> Bungalow <input type="radio"/> Maisonette <input type="radio"/> Flat <input type="radio"/> Cottage								28. No. bathrooms	
29. No. bedrooms		30. Description of garden <input type="radio"/> Small <input type="radio"/> Medium <input type="radio"/> Large <input type="radio"/> None				31. Swimming pool? <input type="radio"/> Yes <input type="radio"/> No			
32. Does the family have a Car? <input type="radio"/> Yes <input type="radio"/> No		33. a TV? <input type="radio"/> Yes <input type="radio"/> No		34. Internet? <input type="radio"/> Yes <input type="radio"/> No		35. Does the family smoke? <input type="radio"/> Yes <input type="radio"/> No			

STUDENT ACCOMMODATION

36. Type of accommodation offered <input type="radio"/> Single bedroom <input type="radio"/> Shared bedroom. Who with?									
37. Does the student's/s' room have (please tick) <input type="checkbox"/> a desk <input type="checkbox"/> a lamp <input type="checkbox"/> a chair <input type="checkbox"/> a wardrobe <input type="checkbox"/> drawers <input type="checkbox"/> a TV <input type="checkbox"/> a computer									
38. Have you previously accommodated foreign guests from CIB? <input type="radio"/> Yes <input type="radio"/> No					39. From other organisations? <input type="radio"/> Yes <input type="radio"/> No				
40. Do you intend to accommodate students from other organisations at the same time? <input type="radio"/> Yes <input type="radio"/> No If so, how many? _____ Which nationality?					41. How many CIB students will you accommodate?				
42. Will you accommodate the student/s for the full stay? <input type="radio"/> Yes <input type="radio"/> No If not, which dates are you available?									

PAYMENT

43. Who would you like your cheque to be made payable to?:									
--	--	--	--	--	--	--	--	--	--

COMMENTS:

--	--	--	--	--	--	--	--	--	--

RECOMMENDED FAMILIES

Should you have friends, relatives, or neighbours interested in participating in our educational visit, kindly indicate their names, addresses and telephone numbers in the space provided so that we may arrange to visit them. You are entitled to a bonus for every recommended family we use. (Check rate with your Accommodation Officer)

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
Telephone no.: _____	Telephone no.: _____	Telephone no.: _____

Please sign reverse

HOST FAMILY CONDITIONS

I.- A Host Family who accommodates one of our students must agree to the following basic terms and conditions:

- To provide single room accommodation unless specifically requested otherwise.
- Never to accommodate more than one Spanish speaking student in their home at any time unless specifically arranged with us otherwise.
- To provide breakfast, a packed lunch and a cooked evening meal Monday to Friday and to provide full board on Saturdays and Sundays. The student will expect to sit at the meal table with the family.
- To meet the student at the pick-up point on the arrival day and to deliver the student to the departure point in good time to catch the coach on the departure day.
- To take the student to, and collect him/her from the school or the meeting point on the first day.
- To take and collect the student before and after the CIB Party.
- To include the student in family weekend activities.
- To take the appropriate action if a student is taken ill or needs to visit the doctor/dentist, informing the Family co-ordinator and Group Leader accordingly.
- To follow all the directives regarding the time the student should be at home in the evenings and at weekends.
- To accept that we cannot be held responsible for damage or breakages caused to host family property by the student or for any debt incurred by the student.
- Not to allow the return of the student through alternative channels without our logistical backing.

II.- The information given in this application form may be held on a database and used by us solely for the purposes set out in this clause: We will use your information to maintain and develop our relationship with you. We do not disclose your information outside our company beyond the purposes set out in this agreement.

III.- CIB (trading as HEES) acts as an introductory agent. For commercial reasons the £500 introductory fee is waived. However, CIB reserves the right to claim the introductory fee from host families who privately accommodate the students initially placed with them through HEES within the 24 months following the students' departure date.

DECLARATION

The provision of the Children Act of 1989 requires that we check all its teaching and administrative staff for criminal records. It also requires Host Families to complete the declaration questions below regarding suitability to host a student who is under the age of 18 years old.

Full name (to be completed by the host mother).....

Have you, any member of your family or anyone else who lives at home:

Been convicted of any offence against a child? Yes No

Had a child removed from your care by the order of any court? Yes No

Had your rights and duties with respect to any child vested in Local Authority? Yes No

If you have answered "Yes" to any of these questions please supply the dates and circumstances on a separate piece of paper.

I have answered the questions on this form and above truthfully and there is no reason why I should not be considered a person suitable to look after children. I hereby authorise HEES to use the information provided to apply for a CRB check.

Signed Date.....