

## Applying for a Work Placement on a Concordia Farm

We hope that you'll find the application process quite straightforward to follow, but to help you to prepare, bear in mind that you'll need to:

**Step 1:** Select your nationality – please remember that placements are only open to UK/ EU citizens due to current immigration legislation

**Step 2:** Enter your personal details (including your passport or ID card number), and a little more information about yourself. When you've completed this, click on 'submit personal details'

**Step 3:** If your application meets our basic requirements, you'll now be asked to tell us about any previous agricultural experience you've had, and your level of English. When you've completed the sections relevant to you, click on 'submit questionnaire'.

**Step 4:** Tell us a bit more about yourself – briefly why you think you'd be a good candidate to work on a Concordia farm, plus details of any qualifications you may have, particularly if they are related to agriculture. Click on 'submit questionnaire'.

**Step 5:** Medical questionnaire. Medical conditions are **not** taken into consideration in the recruitment process (as long as the condition would not adversely affect your ability to perform the necessary tasks).

**Step 6:** You will now be sent an email regarding documentation, with a link that you need to click on. Download a copy of Concordia's terms and conditions by clicking on '[terms and conditions](#)' in the green box at the top of the page – please read this document carefully, and sign it.

**Step 7: Upload** all your documentation (in PDF or JPG format ONLY please):

- a. Passport photo
- b. The photo page of your passport/ ID card (**after** uploading you will need to choose either 'passport' or 'ID card' from the drop down menu, and then add the expiry date in the box provided)
- c. Names and contact details for two referees (please note that if you are successful we'll need references in English)
- d. The signed page of the terms and conditions document

PLEASE REMEMBER THAT WITHOUT ALL THE CORRECT DOCUMENTATION WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION.

**You don't need to complete the whole process at the same time – if you wish you can save your progress and return to finish your application later, although it must reach us by the cut-off date in order to be considered.**

**Step 8: After the closing date for applications**, you'll receive an email inviting you for a video Skype interview. You'll find full instructions in the email. Setting up a Skype account is easy and free. If you do not have access to a computer with an Internet connection at home or through a friend, local libraries in the UK generally have computer facilities that are free to use, or alternatively contact your local Job Centre for advice.

***After the interview, we will let you know within a maximum of seven days whether or not your application has been successful. If so, full details of the placement offered, and information about the farm will be included in your offer email.***