

## Farm Job Program in Australia

### GUIDELINES



Dear  
Candidate,

Thank you for your  
interest for  
**Work Overseas.**  
It's time for a new  
adventure abroad !

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

If you wish to check your eligibility beforehand, please don't hesitate to contact us.

Please note that complete applications are processed more quickly. To do so, we invite you to gather all the necessary documents:

#### COMPULSORY ELEMENTS:

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

Copy (both sides) of your passport. This should be valid at least 6 months after the end of your stay. To be scanned.

Copy (both sides) of your driving license.

Copy of your international driving license (to be asked to administration services. You can send this document later).

Ask for a police check / criminal record in your country (less than 3 months).

CV in english (**Word format**), including your « work experience », your « education », your « skills », your « language skills » and at the end of your CV, your « hobbies ».

A general cover letter in english, presenting your project and reminding your availabilities. It should be typed (**Word format**).

A presentation photo, ideally in an agricultural environment.

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

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

### Upload your documents and register online

Please check your file is complete.

Fill in the online form below:

<https://zfrmz.com/A3EQmWDJKLeTLwJZmICW>

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

## Payment methods

- Agency fees to be paid by direct debit authorization (by card - secure system).
- Deposit of €150 to be paid before the interview. Refunded in case of rejected application (excluding €75 admin. fees).
- Program fees will be invoiced once your application has been accepted and will be due before the start of the placement search. Guaranteed and quickly organized placement. Non-refundable in case of cancellation (see conditions).
- Proof of funds may be required by immigration services prior to arrival in Australia (Min 3000 AUS\$. Own account or through a sponsoring relative).

## Program fees



## What's next ?

1. We will come back to you within 2 days.
2. Transmission of an online test including some questions to get to know you better and give us a first idea of your level of English.
3. Skype or telephone interview, processing your application file and final decision.
4. Placement confirmation: transmission of all necessary information and of your start date (a few days).
5. Invoicing of program fees, flight booking, help getting visa and insurance.
6. Organization of your stay in Australia, welcome at Brisbane airport. It's the beginning of a new adventure!
7. Assistance available if needed during the whole duration of your stay.

## Program Conditions

### JOBS & INTERNSHIPS

Services included	Time spent
<b>Skype Interview and checking documents:</b> prepreparing application file, proofreading your resume & cover 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 to 20 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
<b>Additional services:</b>	<b>Estim. work time &amp; Fees</b> (based on a 85€ taxes incl. hourly rate)
<b>Mock Interview:</b> Mock interview: simulated Skype interview with a company. Role-playing and written report including personalized feedback and advice for a better presentation.	 1,5 hours <b>125 €</b>
<b>Personalized consultation or additional response</b> beyond the services included in the standard package (e.g. online visa application assistance with you).	 On request <b>85 € / hour</b>

## 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 accommodation places, 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.
- Presentation of the candidate's profile to a minimum of 20 companies, offering one to three Skype interviews with different host companies, and/or of a placement offer.
- Practical advice before and during the stay, answering all questions and providing advice in case of disagreement with your manager.
- Despite all of our good intentions, this program involving people, some factors are outside of our control and cannot be guaranteed. See the paragraph below.
- 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 (visit or pictures), we can't guarantee you will get on well with other room-mates, 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 randomly. Agencies can only check companies thanks to pictures, internet search, telephone interview and/or 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 certain programs, all or part of the fees are to be paid directly to our partners by international bank transfer. A security deposit may also be required.
- For other programs, agency fees will be collected in 3 steps (interview, start of search, placement confirmation), by debit via credit card (secure payment system).

A debit authorization will be requested from you before the interview:

- Deposit of €150 to be paid before the interview. Refunded in case of rejected application (excluding €75 processing fees).

- Remaining fees collected as follows:
  - 50% at the start of the search.
  - The remaining 50% is payable upon placement confirmation (after the 3rd proposed or scheduled interview, or after a placement offered, or in case of candidate cancellation after receiving a placement offer or at least 3 interview offers). In the event of offer refusal, the balance of the program fees will be collected, but the search will continue until another placement offer is made. The timeline may be extended, and the fees paid will not be refunded at this stage. However, Work Overseas will make every effort to offer other interviews until a second placement is obtained in the shortest possible time. If the candidate refuses a second offer, Work Overseas will evaluate the possibility of starting new searches before making a decision and will explain the conditions to them.
- Agency fees are non-refundable, except if no interview proposal is made within the necessary timeframe, which is up to 16 weeks of search time (from the completed and processed file). For people registering in advance, a place will be reserved for the requested departure month. Most companies start their search a few weeks or even days before the desired departure date. Therefore, proposals could start shortly before departure and the fees paid will not be refunded in case of cancellation within this timeframe.
- In case of non-transmission of missing documents, lack of availability on the candidate's part, Work Overseas may decide to stop the process without refunding the fees paid. Thus, if the candidate takes too long to finalize their application, their departure opportunities will be jeopardized.
- Work Overseas reserves the right to refuse to schedule an interview for a candidate, particularly in case of doubts about the placement possibilities.
- The agency will:
  - Provide one to three interviews with different companies for positions that match the criteria validated with the agency. Candidates are usually placed after the first or second interview, or third in some cases. The candidate must confirm their availability for an interview within 24 hours and make themselves available

within 48 hours to attend the interview. Failure to do so may result in the cancellation of the interview offer.

- If there is a failure on the third interview arranged with a company (or no response/response outside the deadline leading to cancellation), the search will continue but may be conducted outside the usual placement period and without any guarantee of being able to offer a fourth interview. In this case, the program fees will not be refunded.

- For some programs, the candidate will be invoiced by Work Overseas' partner agent in the currency of the destination country. The candidate will then need to make an international bank transfer for the invoiced amount, so that the exact amount due will be received by Work Overseas' partner agent's account (bank fees at the candidate's expense).

- The candidate should check the currency conversion on the website [www.xe.com](http://www.xe.com) before registering and verify that the total amount corresponds to their budget, as no refund can be made once the program fees have been paid. Work Overseas is not responsible for the exchange rate variation and encourage candidates to pay the full amount of their program fees as early as possible upon invoicing, to safeguard against any significant exchange rate variation affecting the total invoice.

## Placement time & Cancellation conditions

The placement timeframe ranges from 2 to 16 weeks, excluding the processing time for the complete file and visa processing time if required.

In case of registration made several months before the desired departure date, a place will be reserved for the chosen program and the start desired start date.

However, a company may not be found several months in advance. Most companies begin their search at «last minute». Therefore, even if the application has been submitted a year in advance, a stay may only be confirmed a few

days before departure (+/- 1 month). A departure on specific desired dates cannot be guaranteed. Companies will be sought according to the availability of the candidate. Thus, the departure date may vary by a few days/weeks depending on the progress of the search and the offers made by host companies.

### **In case of cancellation by the candidate:**

Agency fees remain due, because of the work involved and the fact that a place will have been reserved at the expense of another candidate. Work Overseas reserves the right to collect the amounts due in case of cancellation by the candidate on their debit card.

In case of failure to pass the 3 interviews (or refusal to take them / no response within the deadlines), the search will continue but may take place outside the placement period. The candidate will be advised as best as possible to succeed in the interviews with host families.

The following cases will be considered as a cancellation by the candidate and will result in an automatic termination of the search, without refund of agency fees:

- low or no availability for interviews with host families, or a delay of several days before being able to speak to a company.
- no response to offers or after +24 hours.
- difficulties in contacting the candidate: does not contact the agency quickly after an email or voicemail.
- several messages or emails left unanswered for more than 48 hours.
- changes of the initial criteria compromising the search. The search may continue without a guarantee of placement.
- failure to follow Work Overseas' advice: preparation for interviews, advice for emails to companies, follow-up on deadlines to respond to companies.
- intervention of a third party in the registration or search process (parents, teacher...) or arrival at the host company accompanied by their parents or any other third party, which may raise doubts about the candidate's maturity.

In case of doubt about this from a manager resulting in the cancellation of the placement following confirmation and booking of the trip,

for the above reasons, Work Overseas will not be responsible for the costs related to the stay and will not provide any refunds.

- failure to provide travel details once the placement has been found within requested given deadline, even if departure is planned several weeks later. This may result in the cancellation of the placement, without resuming the search or providing a refund.
- negative attitude or inflexibility once the search has begun, bad faith, lying on the application or any other element that has been hidden and that would be revealed during the search process.
- booking of the trip, obtaining a visa, booking accommodation, or any other steps taken on their own initiative, without written approval from the agency.
- contact with a company directly without authorization.
- transmission of information about one or more companies to any third party, publication on the internet or similar.

## Cancellation by companies, End of stay & Insurance

Cancellations by companies once the placement has been confirmed are very rare and result from exceptional situations of force majeure. In such cases, the agency undertakes to start the search for a new placement and, even if it cannot guarantee the outcome, it will do its utmost to prioritize the candidate's request and offer them other interviews as soon as possible.

However, a departure on the initially planned day cannot be guaranteed and Work Overseas cannot be held responsible for any loss of air/train ticket. If the candidate wishes to do so, they are responsible for taking out travel insurance and the agency cannot be held responsible for a cancellation by the host family. It can only assist the candidate by actively resuming the search.

An internship program is a non-legal agreement that can be terminated at any time without justification or financial compensation. For candidates signing a job contract

For candidates signing an employment contract, the legal conditions of the host country will apply and candidates will be directly linked to their company. Work Overseas will no longer be involved in this relationship.

In the event of the candidate's dismissal by the company, Work Overseas cannot be held responsible and will not provide any financial compensation to the candidate. In certain cases only, and depending on available positions and times of the year, Work Overseas may decide to launch the search for a new placement, if the candidate has not committed any fault and has acted in good faith. This service will be charged separately. Work Overseas cannot guarantee to offer new companies in a short period in all cases, and the candidate should consider returning to France at their own expense. Work Overseas cannot be held responsible for any commitments made by the candidate (e.g., advance payment for language classes and non-refundable registrations, etc.). In the event of dismissal, the company will also not be financially responsible for any expenses incurred by the candidate.

In case of difficulties within a company, the candidate must inform the local agent and Work Overseas within a maximum of 3 days so that a solution can be found. The candidate must call the local agent provided in their host country, leave a voicemail, and send an email to the local agent and to Work Overseas to inform them of this call.

## Clauses for dismissal with no resumption of the search

The following situations (but not exclusively - non-exhaustive list) may lead to the candidate

being dismissed without attempt at replacement by the agency:

- Hosting a foreigner at the accommodation without authorization.
- Borrowing or stealing personal belongings of others.
- Unauthorized use of internet, telephone, or other devices during the placement.
- Disclosing private information about the company or accommodation to third parties, including publishing on the internet, for example via social networks.
- Failure to comply with instructions given by superiors.
- Disclosing information about the company to a third party, prolonging the placement without the agency's involvement.

## Insurance

The candidate will be responsible for ensuring coverage for health, travel (cancellation or postponement), luggage, repatriation, and reimbursement of items belonging to others accidentally damaged. Work Overseas will provide advice to the candidate on this matter.

**Liability and health insurance valid for the entire duration of the stay is mandatory.**

# Participant's Commitment (please read it carefully)

## As a future participant to Work Overseas' programs, I confirm I:

- have read, understood and accepted the above conditions. I will ask for advice in case of doubt.
- have checked my profile is matching with the program conditions detailed on Work Overseas' website, including for payment.
- have enough experience to take care of children abroad and I feel able to commit until the end of my au pair stay.
- confirm being aware that I am not going on vacation; that the conditions of a placement in a company can be difficult, especially if I go into the field of hospitality where the pace is fast. I will do my best to adapt, follow the instructions of the company. I confirm that I am able to work in the required field and will do my best to meet the expectations of the company.
- Confirm that I am certain I can commit to the given dates and until the end of the stay and will not leave the company for an external reason before the end of my contract (job search before the end of the stay, early return to France for other projects, etc.).
- Commit to providing only accurate information and no falsified documents.
- Agree not to recommend the company at the end of the placement without the agency's intermediary.
- am aware that an expatriation is not always easy and that the agency cannot guarantee the behavior of other people despite all the verifications made. In case of incompatibility, I will inform the agency within the given deadline to receive the necessary advice, but a new placement cannot be guaranteed.
- will do my best to adapt to the needs of the company and follow the given instructions.
- will communicate with the manager in a positive and polite manner, in case of misunderstandings regarding schedules, days

off, etc., in order to try to resolve an internal issue before lodging a formal complaint, considering that a problem cannot be solved without timely notification to management

Work Overseas is available to provide the candidate with advice before taking action.

- understand that the agency is not responsible in case of incompatibility between the candidate and the company or in case of non-compliance with the conditions by either party. Work Overseas will do its utmost to assist the candidate within its means, but only acts as an intermediary.
- understand that the agency will not be able to help me if I do not promptly inform them of any problem by email and telephone (local agent as a priority and Work Overseas).
- a second placement will not be offered to me in case of failure. A second search may be undertaken in certain cases, at the sole discretion of Work Overseas, if the candidate wishes, and will be charged additionally. I will then have to consider returning to France at my own expense and must have access to enough money for a return ticket and possibly accommodation for a few days. Work Overseas is not responsible for any expenses incurred.
- understand that Work Overseas will not at any time and for any reason, deal with my search with a third party (parents, teachers...) whether it be for payment of agency fees, search for a company, resolution of a problem, or any other subject.
- understand that my placement, even if already confirmed, can be cancelled without refund in the following cases: non-transmission of travel details or any other requested information within the specified deadlines, arrival at the company accompanied by parents or any other third party, intervention of a third party once the placement is confirmed. The host and/or Work Overseas may have doubts about the candidate's maturity and ability to integrate into the company. In this case, Work Overseas cannot be held responsible and no compensation will be provided. The agency fees will not be refunded.



- I will not invite anyone to my host's house without permission.
- I will not borrow anyone's personal belongings without permission.
- I will be responsible for all expenses incurred (language courses, various registrations, etc.) and cannot hold the company or agency responsible in case of an early end to my stay.
- I will be responsible for the payment of courses, visa, travel, insurance or any other expenses related to my stay.
- I commit to being sufficiently insured abroad for the entire duration of my stay and to providing the agency with proof of my insurance coverage. Otherwise, I will be liable for all damages or expenses incurred.
- I will participate in household chores and maintain keep my accommodation clean.
- I will respect the rules of good conduct in the community (e.g., emptying the trash when it overflows, respecting my roommates, etc.). I will seek to understand the house rules from the beginning of my stay.
- I will ask my superiors if I don't understand something.
- I understand that information about companies is confidential and cannot be disclosed to others.
- I understand that Work Overseas only acts as an intermediary and does its best to verify companies, accommodations, and candidates. However, the agency cannot be held responsible for the actions of third parties, in case of lies, or concealment of information by the candidate or company. Only support can be provided.