

ICE Application checklist

Please make sure that you submit the following:

- Completed “Program Application” form
- Signed “Agreement and Release of Liability” form
- Signed “Arbitration of Disputes” form
- \$250 deposit check payable to ICE
- Copy of your passport signature page and (if different page) also the passport page with your photo
- Copy of your current student I.D. card
- Six passport-sized photos



INTERNATIONAL COOPERATIVE EDUCATION

15 Spiros Way · Menlo Park · California · 94025
Tel: (650) 323-4944 · Fax: (650) 323-1104 · E-mail: info@icemenlo.com
www.icemenlo.com

ICE PROGRAM APPLICATION

(Application must be typed)

PHOTOS HERE

Attach, with a paperclip, six (6) passport-size (2" x 2") professional-looking photos

PERSONAL INFORMATION – PERMANENT ADDRESS

Full Name _____

First Middle Last

Street _____ Apt. _____

City _____ State _____ Zip _____

Tel () _____ Email _____

Sex _____ Age _____ Birthdate _____ Birthplace _____

Month/Day/Year

City and State

Citizenship _____ Passport number _____

Drivers license number _____ State issued _____

Country of interest 1. _____ 2. _____ 3. _____

PARENT OR LEGAL GUARDIAN INFORMATION

Full Name _____

First Middle Last

Occupation _____

Street _____ Apt. _____

City _____ State _____ Zip _____

Tel () _____ Email _____

STUDENT'S MAILING ADDRESS (AT SCHOOL)

Street _____ Apt. _____

City _____ State _____ Zip _____

Tel () _____

Name of school _____

Present or intended major _____ Minor _____

Foreign language(s) _____

Foreign language instructor's contact information:

Name _____

Email _____ Tel () _____

How many years have you studied your foreign language(s)? _____

Average grade _____ Conversational fluency: _____ Written fluency: _____



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WORK EXPERIENCE

Employer	Position	Duties	Location	Dates

STUDENT AVAILABILITY

ICE programs typically start in early June and may last into September. Some programs are shorter or longer in duration. Please indicate the dates you are available.

FROM _____ TO _____

TERMS

1. Prior to leaving for your internship, you must submit a **5-page paper of intent**; learn job-related vocabulary; become acquainted with current events in the US and host country; **write a letter of introduction to the employer**; write a **10-page pre-departure paper** on the host country; summarize the actual experience in a **15-page final report**, which is due by October 1.
2. If you do not perform to the satisfaction of the employer, your contract can be terminated at any time by the employer. You will then have the choice of returning to the U.S. or remaining on your own in the host country, but not as an ICE program participant.
3. If for some unforeseen circumstance the prearranged employment is withdrawn, it is your obligation to accept a reasonable secondary offer of employment if you wish to remain in the program.
4. If you have been tentatively placed and then fail to meet any of the program's requirements, ICE reserves the right to terminate your participation in the program.
5. Payment of the non-refundable \$900 placement fee, and other fees if applicable, are due one week after notification of employment placement.
6. The ICE program is not responsible for any accident of injury incurred while you work or travel. You are required to secure appropriate travel insurance coverage for the length of your travels.
7. ICE reserves the right to use all or portions of your written reports for marketing and promotional purposes. Your foreign language grade must be "B" or better. If you fall below this, ICE reserves the right to terminate your participation in the program.
8. ICE will assist you in finding appropriate employment and housing, but beyond providing you with this service, the program assumes no other responsibilities. Travel, work visa, room and board, etc. must be contracted and settled separately by you.
9. You must comply with all rules and regulations outlined in the pre-employment information packets, including but not limited to the above.

SIGNATURES

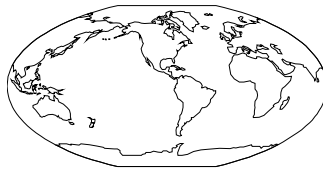
Student Name _____

Signature _____ Date _____

If under 18 years of age, a parent or guardian signature is required:

Parent's Name _____

Signature _____ Date _____



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AGREEMENT AND RELEASE OF LIABILITY

I am at least eighteen years of age and an applicant for international employment placement through the **INTERNATIONAL COOPERATIVE EDUCATION PROGRAM**. All information set forth on my application is true and correct.

I acknowledge that there are risks inherent in accepting employment abroad and working in a foreign nation under the expectations and demands of a foreign culture, laws, language, and work ethics. Among other risks, I acknowledge:

- . that I may be placed in an employment situation or given specific tasks which were not expected by me based on the description of the employment
- . that I may be terminated or otherwise released by an employer, even for reasons which are not my fault
- . that I may not be able to schedule satisfactory time off and related recreational opportunities during my employment
- . that I may suffer death or personal injury, work-related or otherwise, for which my family or I would be unable to obtain proper compensation, including the effects of toxic substances or other environmental circumstances, which could be present in a work place
- . medical and dental services available to me in the community where my employment is located may not be comparable to services in my own university or home community
- . that my skills and interests, including particular language skills or other interests, may not be fully utilized in my employment
- . that I may not get along well with my fellow employees or with my employer; that I may become discouraged or otherwise unhappy with my assignment
- . that specific employment apparently available to me at the time of my application may not be available at the time of the actual assignment
- . that I may be discriminated against or sexually harassed in an employment-related situation, or otherwise treated unfairly by an employer
- . that my employer may fail to compensate me as agreed

- . that living arrangements in the community where my work assignment is located may be unsatisfactory

In making my application to participate in the International Cooperative Education Program I assume all risks inherent in traveling to and undertaking employment in a foreign country pursuant to the Program including, but not limited to, those referred to above.

In consideration of this agreement with the International Cooperative Education Program to assist me in securing employment abroad and attempting to place me in such employment, hereby on behalf of myself, my heirs, assigns and personal representatives,

I waive, release and forever discharge the International Cooperative Education Program and Günter Seefeldt, and his heirs and assigns, employees, agents, sponsors, and affiliates whatsoever from any and all liability, claim loss, cost, or expense arising from or attributable in any legal way to any action or omission to act or any such organization or person in connection with the sponsorship, organization, promotion, or other activity related to my placement for employment and my employment pursuant thereto, including travel to and from such employment, in which I may participate as an employment candidate, as an employee, between employment, or otherwise.

I understand that the certainty of any assignment cannot be guaranteed by the International Cooperative Education program or Günter Seefeldt even after initial confirmation; given such uncertainty, travel arrangements to any particular site are sought and purchased at my own risk.

I have no physical condition, which would interfere with my ability to participate in or to work pursuant to an employment placement arranged by the International Cooperative Education Program, nor do I have a physical condition, which would be affected or aggravated by a work assignment pursuant to the Program.

I agree that the laws of the State of California shall control the validity and construction of this Agreement.

DATED: _____

Signature of Applicant

Prepared under the direction of: Esselstein, Wright, Jones & Greenberg
Attorneys at Law, Menlo Park, California

ARBITRATION OF DISPUTES

Any dispute or claim in law or equity arising out of this application and my participation in the International Cooperative Education Program or any resulting or related transaction shall be decided by neutral binding arbitration convened in San Francisco, California, in accordance with the rules of the American Arbitration Association and not by court action, except as provided by California law for judicial review of arbitration proceedings. Judgment on the award made by the arbitrator, if any, may be entered in any court having jurisdiction thereof. The losing party shall pay the arbitrator's fees.

NOTICE: BY SIGNING BELOW, YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY SIGNING THE SPACE BELOW, YOU ARE GIVING UP YOUR JUDICIAL RIGHTS OF DISCOVERY AND APPEAL. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THIS "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

Applicant's Signature (date)

INTERNATIONAL COOPERATIVE EDUCATION

By: _____
(date)