



IAESTE NEPAL

Civil Initiative
Nepal Gov. Regd. No: 228/068/069

Employer's Offer Form

REFERENCE NUMBER:

(Official Use)

EMPLOYER DETAILS

Name of Employer :			
Mailing Address :			
Phone :		Website :	
Email :		Working Hours Per Day :	
Number of Employees Employed :		Working Hours Per Week :	
Contact Person :			

WORK DETAILS

Position :		Minimum Weeks Offered :	
Location of Placement :		Maximum Weeks Offered :	
Category of Work :	Eg. Research, Professional, Operational	Employment Date: From	DD-MM-YYYY
Number of Student to be Appointed :		To	DD-MM-YYYY
Work Description:			
Holidays :	(Include all Holidays During Traineeship Period)		

EMPLOYER'S FACILITIES

Gross Pay :	NRS. Per Month	Est. Cost of Lodging :	NRS. Per Month
Canteen Available at Work :	<input type="checkbox"/> Yes <input type="checkbox"/> No	Est. Cost of Living Including Lodging :	NRS. Per Month
Lodging will be Arranged by :		Additional Information :	

INTERN REQUIREMENTS

Field of Study :			
Specialization :	Specialization 1	Specialization 2	Specialization 3
Study Level :	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate Completed _____ semesters of _____ year Course.		
Required Skills :			
Language :	Language 1	Language 2	Language 3
Language Level :	<input type="checkbox"/> Excellent <input type="checkbox"/> Good	<input type="checkbox"/> Excellent <input type="checkbox"/> Good	<input type="checkbox"/> Excellent <input type="checkbox"/> Good

All the information provided above is true and hereby request IAESTE Nepal to proceed with the offer.

Signature: _____ Date: DD-MM-YYYY
Name: _____

Official Stamp:

EMPLOYER TERMS OF AGREEMENT

Thank you for making this offer of employment available. You have made it possible for foreign students to benefit from a career related experience in Nepal. The information contained on this form will be transcribed onto a standard IAESTE Nepal form. Neither your company's address, nor the name of the student official responsible, will be given to a foreign student during the process until after we confirm the candidate for the training at your organization.

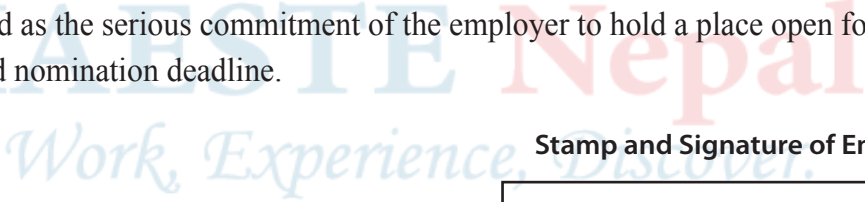
Every effort will be made to select a candidate for training according to the requirements you have indicated on the offer form. For this reason, it is advised to include as much detail as possible both on the type of placement offered and the qualifications of the trainee required. Please attach, if applicable, a copy of a company brochure with your offer form as this will further ensure that an informed and motivated student is put forward as your trainee.

One student will be nominated for this placement and, unless you have requested otherwise, details of an IAESTE selected candidate should reach you soon after your request. Once you receive the details of the selected trainee, IAESTE Nepal will issue the paper necessary for them for visa and travel to Nepal.

Once the reports to work, your organization will be responsible to pay a nominal service fee to IAESTE Nepal. The service fee will be per offer NRS. 15,000 for 3 months or less internship and NRS.20,000 for longer than 3 months internships. You will deposit the amount to the official account at NEPAL BANK LIMITED, Account No: 2-11-75808, Account Name: CIVIL INITIATIVE (Newroad Branch) within the first two weeks after the international trainee starts working at your organization and report to IAESTE Office.

Please do not consider this as a source of one of many applications to be screened for training placements within your company, but as an IAESTE offer to be undertaken by an IAESTE trainee.

This offer is considered as the serious commitment of the employer to hold a place open for IAESTE Interns at least until the specified nomination deadline.



Contact:

IAESTE Nepal
Civil Initiative Headquarter
Tej Bhawan, Narayanhiti North Gate
Lazimpat-02, Kathmandu, Nepal
Phone: +977-1-4429338
Email: nepal@iaeste.org
Website: www.civilinitiative.org

Stamp and Signature of Employer:

Name of Contact Person _____
Signature _____
Position _____
Official Stamp
Name of Employer _____

I have read the terms and conditions here with this form and hereby request IAESTE NEPAL to proceed for the intern matching the requirements.