

International Forestry Students' Association EXCHANGE PROGRAM



Training Offer Form

ORGANISATION / COMPANY DETAILS

COMPANY / ORGANISATION NAME _____ FINNISH FOREST RESEARCH INSTITUTE – METLA _____

ORGANISATION TYPE Governmental Institute *e.g. Government, private, NGO*

POSTAL ADDRESS _PL 18_____

POST CODE 01301__ CITY __VANTAA_____ STATE _____

COUNTRY _____ FINLAND _____

TRAINING ADDRESS _____ SUONENJOKI UNIT, JUNTINTIE 154
if different from postal

POST CODE __77600 CITY __SUONENJOKI_____ STATE _____

COUNTRY _____ FINLAND _____

DETAILS OF EMPLOYEE RESPONSIBLE FOR EP TRAINEE

TITLE __PH.D. FULL NAME _____ OTSO HUITU _____

POSITION _____ RESEARCHER _____

CONTACT PREFERENCE

PHONE + 358_ 50 3914917 __ HOURS 8__ TO 16 DAY/S M T W T F S S

FAX + 358_ 10 ___ 2114801 ___ HOURS __ TO __ DAY/S M T W T F S S

MOBILE + ___ _____ HOURS __ TO __ DAY/S M T W T F S S

EMAIL ___ OTSO.HUITU@METLA.FI _____

RE-ENTER EMAIL _____

WEBSITE _ WWW.METLA.FI/SU/INDEX-EN.HTM _____

PLACEMENT DETAILS

PLACEMENT TITLE POPULATION ECOLOGY OF SMALL RODENTS

NUMBER OF POSITIONS AVAILABLE 2

DURATION 4-6 MONTHS DAYS/WEEKS/MONTHS

START DATE MAY-JUNE 2011

END DATE 200

LAST DATE FOR RECEIVING APPLICATIONS 200

WORK HOURS *PLEASE SPECIFY* 7H 15 MINS, EXCLUDING LUNCH BREAK AND TWO 12 MINUTES COFFEE BREAKS INCLUDING TO WORKING HOURS. WORK MAY REQUIRE EARLY MORNINGS OR LATE EVENINGS BUT THESE WILL BE COMPENSATED FOR WITH FREE TIME.

WILL A LIVING ALLOWANCE BE OFFERED? NO IF YES CURRENCY _____

AMOUNT _____ DAY / WEEK / MONTH / DURATION

WILL ACCOMODATION BE OFFERED? YES IF YES COST 0 DAY / WEEK / MONTH / DURATION

VISA REQUIREMENTS *IF KNOWN* _____

INSURANCE REQUIREMENTS The trainee is insured by the employer against accidents during actual working hours. For the other insurance coverage the trainee must have a valid Foreign Citizen's Travel Insurance.

SKILLS AND QUALIFICATIONS REQUIRED

DRIVING LICENCE NO REQUIRED? TYPE: _____

STUDY LEVEL _____

COMPUTER SKILLS NORMAL BASIC SKILLS

LANGUAGE GOOD ENGLISH SKILLS (SPOKEN AND WRITTEN)

PRACTICAL SKILLS / EXPERIENCE Basic knowledge in ecology and ecological research. Previous experience in working with animals is beneficial but not necessary. Must be capable of working in field conditions.

OTHER MUST HAVE GOOD MOTIVATION AND BE INTERESTED IN CARRYING OUT ECOLOGICAL RESEARCH. MUST BE WILLING TO WORK FLEXIBLE HOURS AND BOTH IN GOOD AND IN POOR WEATHER CONDITIONS.

STATEMENT OF COMMITMENT

- I agree that the details in this form are a true reflection of the nature and content of the placement that will be offered to an IFSA Exchange Program Trainee and I will notify the EP Office promptly if these details change in any way.
- I understand that it is my responsibility as host employer to comply with local, state and federal labour and wage regulations.
- I certify that I will not assist the trainee in anyway to change his/her visa status or to extend his/her stay beyond the completion of the placement.
- I agree to complete a placement evaluation form and the end of the placement.

SUBMISSION BY EMAIL

- YES This checked box indicates that I understand and agree to the above conditions set out by the IFSA EP.

SUBMISSION BY POST OR FAX

- YES My signature below indicates that I understand and agree to the above conditions set out by the IFSA EP.



15.3.2011

SIGNATURE

DATE

PLEASE EMAIL THIS FORM TO:

THE EXCHANGE PROGRAM OFFICE - EPO

E-MAIL EPO@ifsa.net

www.ifsa.net