
EXPERIENCE INTERNATIONAL
and
HARBOR BRANCH OCEANOGRAPHIC INSTITUTION

AQUACULTURE TRAINING PROGRAM
Initial Application Instructions

Thank you for considering the **HBOI-EI Aquaculture Training Program**. To apply for the program, please email or fax your *Initial Application* documents to:

Program Director for Training - ACTED - HBOI
mdavis@hboi.edu - fax: 561-466-6590

Once we have your *Initial Application* Documents, we will respond promptly and inform you of your options and the possibility of acceptance to the program. We look forward to receiving your documents. Please contact HBOI for questions related to aquaculture courses, workshops, and the training facilities. Contact EI for questions related to the application process, insurance, visas, and long term options that combine coursework with extended practical experience with a commercial operation.

The *Initial Application* includes a Resume and Placement Request with the following information:

1. RESUME - Include:

- a. *Full name*, Date of Birth, Phone/fax/email and current mailing address, nationality.
- b. *Current Occupation*: State what you are doing, e.g., aquaculture student, farm manager, researcher, technician, etc.
- c. *Career Goal*; 1-2 sentences
- d. *Work Experience*: List all work and or practical experience you've had since the age of 18; include employer, dates of employment; hours per week/month; list of responsibilities/activities involved in and reasons for leaving or changing jobs/activities. Include relevant volunteer experience.
- e. *Education*: List school dates and degree(s) received.
- f. *Personal Interests and Other Relevant Information*: List what else we should know about your education, experience, and interests that will help us understand your background and qualifications for the program.
- g. *English Language Ability*: If English is *not* your native language, state your conversational competency; where you learned and have used English.

2. PLACEMENT REQUEST: Include a detailed, written statement that covers the following:

- a. Describe how your practical experience and education demonstrates a commitment to your career.
- b. State where and how you would like to use your training in the future.
- c. List the HBOI courses and workshops in which you would like to enroll.
- d. Indicate which Short Term or Long Term Program Option you are applying for:
(1) 3-7 weeks (2) 8-12 weeks or (3) 6-18 months – state the total maximum requested
- e. Indicate the *earliest* date you'd be prepared to begin your program.
- f. Indicate the date, if any, that you must return home.
- g. *Long Term Placement Options Only* (6-18 months): In regard to your practical work experience:
 - i. How would you like to divide your time between HBOI and a commercial operation?
 - ii. What types of duties and responsibilities you would expect.
 - iii. What specific skills you would like to learn and/or improve.
 - iv. What kinds of projects you would like to be involved in.
 - v. Indicate the *maximum* amount of time you'd like for your program (6 to 18 months) and the date you *must return home*.