

## INTERNSHIP APPLICATION FORM

### PERSONAL DETAILS

First Name		Last Name:	
Mobile Phone		Email Address	
English Name		Date of Birth	
Nationality		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female

### LEVEL OF ENGLISH

Elementary
  Intermediate
  Upper Intermediate
  Advanced

Name of University currently attending	
University course currently studying	
Year Level at University	
Major course (if applicable)	
Work experience (if applicable)	
Hobbies/Interests	

### INTERNSHIP DETAILS

Commencement Date	
Duration (Number of Weeks)	
Is the internship a compulsory part of your studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What documentation, if any, does your university require pre or post your internship?	

### Preferred Business Fields (Work Areas) for Placement in Internship

Please refer to the attached sheet which lists some examples of categories available with a brief explanation as to what they mean

1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	
Do you have a particular company in mind? If so, what is it called?	
Specifically list the types of processes you would like to be exposed to and some of the tasks you expect to contribute to or feel you can competently undertake in your internship as a student	This answer is most important – you must complete it and be as comprehensive as possible
Do you have any specific requirements?	
What expectations do you have from doing an internship?	

Please complete all answers above and attach a copy of your Curriculum Vitae with a passport size photo, any references you may have and a covering letter outlining your personal attributes, highlighting your skills and expectations and summarising why you would like to do the work placement program



## Preferred Business Fields

Please note that work tasks/duties will be assigned dependent upon your level of English, your expertise, experience and capability. It may be that you will have a role that is very hands-on or that you will be more suited to an opportunity to “shadow” another employee (follow and learn through observation – contributing as much as you can). Your internship may involve both. Whatever the case, your role will develop over time as you become familiar with your organisation. At all times you will be fully supported by your employer and generally provided with a formal or non-formal induction (and possibly some training) upon arrival. Despite the tasks you may undertake, importantly you will be in a business environment exposed to the operations and functions of that industry. Some possible categories are listed below with duties that may be relevant:

If you have an interest in an occupation/category area that is not listed below please write it on your application form with an explanation as to what it may involve and some examples of possible businesses you believe can provide you the experience you are looking for.

### **Accountant**

### **Advertising**

### **Architecture**

In Australia Architect businesses it is not a common practice to do hand-drawings. All work is done electronically and experience with AutoCAD is very favourable. However opportunities do exist for model making, general support to project teams, trade libraries, filing, photocopying, CAD Draughting, OH&S, site visits and general office duties

### **Bank**

An area where lots of observation is to be expected vs hands-on projects. However, if English capability is high then special projects can be assigned. Bank tasks may include processing bank cheques, running errands, some client contact, opening & closing accounts & loans, electronic transfers, internet banking and exposure to banks processes

### **Business Administration**

Working in an office environment undertaking various administrative/clerical duties which may be general, specifically related to that particular type of business or both and could include tasks like data entry, filing, photocopying, answering telephones, computer functions, special projects, general office duties and processes, paperwork, organisation etc

### **Broadcasting/Media**

### **Cargo/Airfreight**

These opportunities are generally located 20km from the CBD (near the Airport which requires challenging transport mode – however it is achievable). Great businesses if you are interested in International Trade

### **Cookeries**

This would be a hands-on role in a restaurant or hotel kitchen. Please specify your area of interest. It may be to work in a pastry kitchen for example

### **Customer Service**

### **Engineering**

This is a broad discipline which encompasses lots of specialised areas – so please be specific if choosing this field. Engineering companies in Australia are diverse and fundamentally apply the creative application of scientific principles to design or develop structures, machines, apparatus or manufacturing processes or specialise in forecasting behaviours under specific operating conditions

### **Education**

Please be specific. This can be a placement in a primary school working directly with children or assisting with administrative tasks or both. Or it could be in a language or English school where tasks range from general office duties to conference registrations etc.

### **English Institute**

### **Fashion**

Working in a retail store or in a factory/warehouse undertaking general office duties in an industry related to fashion, whether it be clothing (men's, women's, children) shoes or single garment product in the fashion chain business

## Preferred Business Fields Continued.....

### Finance

This may not be exclusively in a finance business. Most businesses have a finance department. It may be that you will be involved in banking, number analysis, reconciliations, research, general administration within that department, assistance with credit submissions, liaison with external providers, marketing strategies, broker presentations etc.

### Hairdressing

### Hospitality

Working in a prestigious hotel (possible globally recognised). 80% of hospitality is operational and positions assist in food & beverage sections of hotels (attending to buffet, table settings & clearing, customer service) or housekeeping which involves room cleaning and attendance.

### Information Technology

Most large companies have an IT department. Functions can vary from basic administration to carrying out specific tests, IT support, creating & managing reports, designing test cases, setting up/maintain test environment & equipment

### Law

Law firms vary in company size in Australia and once again dependent on English proficiency work tasks assigned will vary. You may be asked to visit the courts and observe sessions and report back.

### Library

### Logistics

### Marketing

This role could be to support the essential day to day requirements attributable to the overall success of the business including but not limited to the sales and marketing division. It is also likely to include database management and entry and general office duties

### Retail

Generally this is a retail store. However some opportunities to exist for administrative roles in retail supermarkets and department stores – please advise if you have a specific interest or preference

### Telecommunication

### Travel Agency

English skills are mandatory in this field because all the work is directly related to the customer.

### Trade

Please be very specific as this industry varies greatly from small businesses importing from one country to large companies importing/exporting lots of products. If you are interested in a specific product you need to tell us so as we can do our best to secure a position in this area for you. With trade companies please note hours of operation may vary. Your day could start at 7am and finish at 3pm. Trade companies may involve you in analysis work with stock control, sales data, profit spreadsheets, stock sales & marketing. It could be working with representatives and sales staff.

### Web Design

Web design projects – great opportunities but will require some experience and portfolio for reference

### Welfare/Social Service

These businesses (assisting the under privileged or mentally/physically handicapped) are generally not-for-profit organisations and prove to be very emotionally challenging and a lot of hard work with lots of screening before you can commence.