

**APPLICANT DETAILS**

Title:  Mr  Ms  Other

Family name:
Given names:
Other names used:
Date of birth: / / (day/month/year)

Gender:  Male  Female

**CONTACT INFORMATION**

Address overseas (must be applicant's address – not agent's address):

Mobile telephone:
Business telephone:
Home telephone:
Email (must be applicant's email – not agent's email):

**PROGRAM SELECTION**

Please choose City Placement Option for work term placements in Metro Vancouver. For placements in outside of the city, please choose the 'Resort' option.

**CITY PLACEMENT OPTION**

Please select 3 job types and number them in order of preference (e.g. 1, 2, 3).

- Fast Food
- Cafes and coffee shops
- Restaurants
- Retail and Supermarkets
- Labour
- Seasonal Positions

**RESORT PLACEMENT OPTION**

Please select 3 destinations and number them in order of preference (e.g. 1, 2, 3).

- Banff
- Rocky Mountains (except Banff)
- Vancouver Island
- Whistler
- Other Destinations in British Columbia
- Ontario Resort Communities (April-September only)

Work term start date

Date: / / (day/month/year)
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Work term end date

Date: / / (day/month/year)
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**EDUCATION DETAILS**

University or College

Major:
Institution attended:
Country:
Language of instruction:

Completed:  Yes  No

**WORK EXPERIENCE DETAILS**

Most recent or current job

Company:
Web site:
Job title:
Job description:

Start date

Date: / / (day/month/year)
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End date

Date: / / (day/month/year)
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Previous job

Company:
Web site:
Job title:
Job description:

Start date

Date: / / (day/month/year)
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End date

Date: / / (day/month/year)
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**TERMS AND CONDITIONS**

1. All work placements are paid at minimum wage or above. City placements can be in Metro Vancouver's Translink zones 1, or 2. In some cases, travel time to your host company may be longer than 1 hour. Resort placements will be in one of your 3 preferred locations.
2. Vancouver Internships will typically arrange the student's first interview 2 weeks before their work term start date.
3. If a student fails their interview, they will be informed of the reason for their failure. Vancouver Internships will then arrange a second interview. The student's work term start date may be moved 1 week later to give enough time for a second interview.
4. Students will go to interviews until they are given an internship offer. They will go to a maximum of 5 interviews. If a student fails 5 interviews, they will be given the option of changing programs or withdrawing from the Casual Work Experience (CWE) Program with no refund.
5. If a student withdraws from the CWE Program before their interview is arranged, they will receive a full refund of their fees, less a \$300 administrative fee.
6. If a student withdraws from the CWE Program after their interview has been arranged, they will not receive a refund.
7. Students who refuse an interview for any reason will be withdrawn from the program with no refund.
8. Students who refuse a placement offer for any reason will be withdrawn from the program with no refund.
9. If a student is laid off from their placement (and has at least 8 weeks remaining), a new start date will be issued 1 week from the date of layoff. The student will be placed at a new host company at no additional cost. If a student has less than 8 weeks remaining in their Program, their placement will be ended with no refund.
10. If a student is fired from their placement for poor performance, poor attitude, lateness, or poor attendance, their participation in the program will end with no refund and no re-placement. If a student is fired from a company for poor English they will be considered laid off (see point 9).
11. If a student requests to end their placement early, they must give at least 14 days notice to Vancouver Internships. They must not tell their company directly. Students who quit their placements generally will not receive a new placement or a refund. If they are quitting due to racial or sexual harassment, or abuse of any sort, they will be considered laid off (see point 9).
12. If a student would like an unpaid vacation during their placement, they must request this of their employer directly. Students must give Vancouver Internships 5 days notice of any approved vacation time. The employer has the right to decline vacation time.
13. If a host offers the student a long term job, they are free to accept. Visa processing will be the responsibility of the student and their employer. Vancouver Internships and the school will not be involved in any way.
14. In some cases, students may be required to obtain a Serving it Right or a Food Safe Certificate at their own expense before beginning work with an employer.
15. Students must adhere to all employer rules and regulations (written or unwritten).

I the undersigned have read and agree to the above terms and conditions, and I confirm that all of the information I have written on this page is true.

Applicant's signature: \_\_\_\_\_

Date: / / (day/month/year)
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