

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):

WORK EXPERIENCE DETAILS

Most recent or current job

Company:
Web site:
Job title:
Job description:
Start date
Date: / / (day/month/year)
End date
Date: / / (day/month/year)

Previous job

Company:
Web site:
Job title:
Job description:
Start date
Date: / / (day/month/year)
End date
Date: / / (day/month/year)

EDUCATION DETAILS

University or College

Major:
Institution attended:
Country:
Language of instruction:

 Completed: Yes No

PROGRAM SELECTION

- Office Administration
- Information Technology:
 Network Administration Software Engineering Web & Mobile Applications
- Engineering:
 Electrical & Electronic Engineering Mechanical Engineering
- Hospitality Management:
 Hotels Culinary Arts

Educational Objective (what do you intend to learn during your internship?)

Internship start date

Date: / / (day/month/year)

Internship end date

Date: / / (day/month/year)

AFFIRMATION

- I affirm that all of the above information is true. I have 2 full years of recent related experience in my preferred internship field. I further affirm that this work experience was full time and remunerated.
- I affirm that I have completed post secondary school and have a degree or diploma sufficient to perform the duties expected of an entry-level employee in my chosen internship field.
- I affirm that is my objective to leave Canada at the end of my internship.

TERMS AND CONDITIONS

- All internship placements are paid at a stipend rate of \$250 per week. In some cases the stipend may be \$200 per week during a probationary period.
- Internships may be anywhere within Metro Vancouver. In order to minimize travel times to host companies, students are encouraged to move house to live closer to their internship host.
- Vancouver Internships will typically arrange the student's first internship interview 4 weeks before their internship start date.
- If a student fails their internship interview, they will be informed of the reason for their failure. Vancouver Internships will then arrange a second interview. The student's internship date may be moved 1 week later to give enough time for a second interview.
- 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 internship program with no refund.
- If a student withdraws from the internship program before their interview, they will receive a full refund of their fees, less a \$300 administrative fee.
- If a student withdraws from the internship program after their interview has been arranged, they will not receive a refund.
- Students who refuse an internship interview for any reason, will be withdrawn from the internship program with no refund.
- Students who refuse an internship placement offer for any reason, will be withdrawn from the internship program with no refund.
- If a student is laid off from their internship placement (and has at least 4 months remaining), a new start date will be issued 2 weeks 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 4 months remaining in their internship, they may be offered a new placement in a different program.
- If a student is fired from their internship 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 10).
- If a student requests to end their internship early, they must give at least 10 days notice to Vancouver Internships. they must not tell their host directly. If they are quitting due to racial or sexual harassment, or abuse of any sort, they will be considered laid off (see point 10). If a student quits with no notice to the host company or VancouverInternships, they will not receive a refund or a new placement.
- Students must complete regular reports during their internship placement.
- If a student would like an unpaid vacation during their internship, they must request this of their employer directly. Students must give Vancouver Internships 10 days notice of any approved vacation time. The employer has the right to decline vacation time.
- If an internship host offers the student a permanent job, they are free to accept. Vancouver Internships and the school will not be involved in any way.
- 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)
