

ENGLISH + INTERNSHIP APPLICATION FORM – 2016/2017

This form is to be completed for all English + Internship program applications and sent to your Regional Marketing Manager along with:

- the official Langports Application Form,
- the Langports English + Internship pre-test,
 - a copy of your resume,
 - a cover letter,
 - a copy of your passport,
- a copy of your travel insurance covering me for accident and medical emergencies and a Personal Liability Insurance covering up to AUD \$2million.

YOUR PROFILE

First Name		Last Name	
Full Address in your home country			
Full Address in Australia			
Email Address			
SKYPE ID		Telephone	
Date of Birth		Nationality	
Male/Female?		Native language	
Passport Number		Tax File Number	
Driver' licence	YES/NO	Automatic/Manual?	AUTO/MANUAL
Emergency contact details			
First Name		Last name	
Telephone		Relationship	
Email Address			
Do you have any medical conditions?			

YOUR ENGLISH COURSE

Preferred destination for your course (please rank from 1 to 3)	Brisbane		Gold Coast		Sydney	
Course Starting Date			Finish Date			
Which visa are you planning on applying for?	Working Holiday Visa?			Student visa?		
Which English course(s) will you be studying? (please read the conditions and tick the right box).	Course: UFO English Part-time (from 9am to 12.25pm from Monday to Friday) Visa: For students on a Working Holiday Visa Only.					
	Course: UFO English Full-time, Cambridge Flexi, EAP, IELTS or TOEIC (from 9am to 2.40pm from Monday to Thursday and from 9am to 12.25pm on Friday). Visa: For students on a Working Holiday Visa or Student visa.					
	Course: Cambridge closed course (FCE or CAE) (from 9am to 3.35 from Monday to Thursday and from 9am to 12.45pm on Friday). Visa: For students on a Working Holiday Visa or Student visa.					

YOUR INTERNSHIP

Preferred destination for your internship (please rank from 1 to 3)	Brisbane		Gold Coast		Sydney		
Would you be open to do your internship in another location?							
Preferred internship area <i>Popular areas include marketing, finance, tourism & hospitality, event management, human resources, business administration etc.</i>	Option 1 :						
	Option 2:						
Preferred internship starting Date		Length (please circle)	4	6	8	12	weeks
Preferred internship time (please read the conditions and tick the right box).	After completion of the English course. Visa: For students on a student visa – MAXIMUM 4 weeks. For students on a Working Holiday visa – from 4 to 12 weeks.						
	During a break between 2 courses. Visa: For students on a student visa – MAXIMUM 8 weeks. For students on a Working Holiday visa – from 4 to 12 weeks.						

YOUR EDUCATION AND PROFESSIONAL EXPERIENCES

High School degree + area	
Bachelor degree ?	
Postgraduate degree ?	
Other ?	
What are you doing at the moment?	
What will you do after your placement?	
Your previous work experience 1 – Job/Tasks	
Your previous work experience 2 – Job/Tasks	
Your previous work experience 3 – Job/Tasks	

TERMS AND CONDITIONS FOR INTERNSHIP PROGRAM

- a) I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.
- b) **I understand that Langports and Interns Australia will share my personal details (phone number, email address, resume, cover letter and other details if needed) with each other and with various potential employers.**
- c) I understand that any misrepresentation, falsification or relevant omission of information on this application may result in my failure to receive an offer, or, if I have begun training, in my dismissal from the internship program.
- d) I understand that I must be 18 years or over to apply for an internship.
- e) **I understand that I must hold a Working Holiday or Student visa to be able to apply for an internship.**
- f) The minimum English level required for the internship program is Langports intermediate level. I understand that if my level is considered too low to allow a placement, but I still wish to proceed with the possibility of an internship, Langports will provide me with a study plan. I understand that I will need to follow this study plan and must reach the required English level before a placement can be confirmed.
- g) I understand that I need to go through the interview process before being accepted in this internship program.
- h) I understand that any placement is subject to availability (dates of placement, area and type of work).
- i) I understand that all offers of internships are conditional on the provision of satisfactory proof of an applicant's identity and legal authority to work and study in Australia.
- j) I understand that I am applying for an unpaid internship which is focused on training and improving my English through working and living in an English speaking environment. If I am asked to leave due to my wrongdoing or leave my internship, I realise I will not be offered another one, unless it is determined by the internship partner that the fault was not mine.
- k) I understand that if applicable I need to have suitable work clothes in relation to my area of work and workplace safety.
- l) I understand that I am responsible to pay any transportation to and from the host company I have been placed in.
- m) I understand that if I choose to undertake a Hospitality internship, I will also be required to complete an RSA (Responsible Service of Alcohol) course. This is included in the price of the internship.
- n) **I understand that I must hold travel insurance covering me for accident and medical emergencies and have a Personal Liability Insurance covering up to AU \$2 million.**
- o) I understand that full-time internships require students to work for 20 to 37.5 hours per week (depending on the contract with the host company).
- p) **I understand that to guarantee my internship placement, payment for the internship program must be made 8 weeks before the internship starting date at the latest.**
- q) **I understand that placement fees are as follows:**

a. Placement in the Brisbane/Gold Coast area in 2016

Length	4 weeks	6 weeks	8 weeks	12 weeks
Price	\$590	\$650	\$750	\$950

b. Placement in the Brisbane/Gold Coast area in 2017

Length	4 weeks	6 weeks	8 weeks	12 weeks
Price	\$630	\$690	\$780	\$980

c. Placement in Sydney

Length	4 weeks	6 weeks	8 weeks	12 weeks
Price	\$650	\$710	\$810	\$1,010

- r) I understand that if I decide to cancel my English course and internship placement, cancellation fees will apply. For the Langports' English courses cancellation fees, please see Langports Courses Dates and Fees information sheet. If I cancel my internship placement:
- prior to receiving my *Letter of Appointment*, I will receive \$220 back for a 4 week internship, \$250 back for a 6 week internship, \$300 back for an 8 week internship and \$400 back for a 12 week internship,
 - after *Letter of Appointment*, I will receive \$88 back for a 4 week internship, \$100 back for a 6 week internship, \$120 back for an 8 week internship and \$160 back for a 12 week internship,
 - if I do not commence on the agreed start date or cancel once I have started my internship, 100% of the fees will be charged and no refund will be given.
- s) I understand that accommodation is not included in this program. I understand that I need to make accommodation arrangements with Langports or on my own for the duration of my internship placement.
- t) I understand that by providing my personal information on this form or any subsequent communications, I accept that I am giving permission to Langports and to Langports' internship partner to communicate these details to all potential internship host companies.
- u) I understand that if I have a problem relating to a Langports program or service, I should firstly contact the Director of Studies, the Accommodation and Activities Officer or the Enrolments Officer depending on the nature of the problem. If I have a problem relating to my internship placement, I should firstly contact Langports' internship partner (contact details will be provided with placement confirmation).
- v) I understand that on the first day of my internship, I will need to bring with me:
- **A copy of my passport.**
 - **A copy of my travel & medical insurance, showing that I have personal liability cover for up to AU \$2 million.**
 - **My emergency contact details.**

By signing this document, I am confirming that I have read, understood and agree to the Langports Internship Program terms and conditions.

Name _____

Signature _____

Date _____