



German-Agent: fremdsprachen24.de

INTERNSHIP APPLICATION

Name _____

Address _____

Telephone _____ Fax _____ Email _____

Date of Birth _____

What kind of job are you interested in?

Please give your education details below.

Please list any relevant work experience that you have had.

What special skills, if any, do you have? (e.g. computer, machinery)

Do you have a driver's license?

Are you willing to drive in New Zealand?

What is your level of English ability? (Please rate from 1 beginner to 5 advanced)

Have you taken any International English Exams? _____

Which one? _____ Score _____



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On a separate piece of paper please write a 100 - 200 word essay in English telling why you would like to come to New Zealand and join the job experience programme.

Please attach a C.V. or resume (in English) detailing your education, experience, personal qualities, hobbies and other relevant information.

Please attach two letters of reference (English and original if possible) to this application. They should be from teachers, counsellors, or employers. At least one letter should relate to your job experience. Please include contact details for your referees.

Please attach English translations of your high school, university or other tertiary institution qualifications. Please also attach English translations of the transcripts from your university, tertiary institution or high school.



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Worldwide School Ltd. Internship Agreement

The Worldwide School internship programme is the ideal English language learning and work experience programme. It is tailored to each individual student's personal interests, needs and goals. It bridges peoples and cultures as well as opening many doors of opportunity.

The internship is divided into two parts; during the first part of the programme (minimum 4 weeks full time) the student studies English at Worldwide. During the second part of the programme (maximum 5 months) the student is placed in a work environment relevant to their qualifications and experience.

Each internship will be different and will depend primarily on the student's requirements and ability (education, qualifications, English language skills, experience, and motivation). The student is expected to be prepared and attend all interviews. Although the work is done on a voluntary basis, students are required to act professionally and responsibly. This includes wearing the proper attire for the workplace, being punctual and following the rules of the workplace.

Worldwide provides a counsellor for the student who is available at any time to answer questions about the programme as well as provide support. The internship director arranges a one hour workshop with the internship students every fortnight, which is an opportunity for students to share their experiences, ask questions and offer insights and advice.

If the student is for any reason unhappy with their job, the programme director will attempt to solve the problem between the student and his/her supervisor. If the student is still unhappy a new job will be found as quickly as possible. It is the responsibility of the student to speak to their counsellor or the programme director as soon as they feel there is a problem. If a student wishes to leave their job, they must give two weeks notice to their employer and inform the internship director.

Due to the nature of the work market it is not always possible to find an internship which fulfils the exact criteria of the applicant. This is especially true for highly specialised or fashionable jobs. Therefore in these cases some flexibility on behalf of the internship student is needed.

In the unlikely case of Worldwide School being unable to find an Internship placement, no refund will be given. However, we will offer 2 weeks of full time study as compensation.

I understand and agree with the above conditions.

Signed _____