

## Work Internship / Work Experience Program Application

### Section A—Personal Information

Please attach your English-language C.V. or Resume to this document

All this information is necessary for us to draft a letter of acceptance

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Region: \_\_\_\_\_

### Section B—Study and Work Visa Information

This information allows us to determine if you are eligible for entry to Canada

Have you ever had a Canadian visa, if so, when & what type? \_\_\_\_\_  
 Do you have any other citizenships, if so, which? \_\_\_\_\_

### Section C—Program Information

Please Indicate which ACCESS Program(s) you are Registering for:

Please note that your internship time can not exceed your total study time.

1. <u>Intensive Business Communication or Business Foundations</u> * <small>(required for all students in the Work Internship / Work Experience program)</small> Course name _____	Number of weeks: _____ <small>(4 minimum)</small>	proposed class start date: _____ <small>Day / Month / Year</small>
*Students wishing a Medical Internship will be required to complete our Medical English course. Students wishing an internship in Tourism will be required to complete our English For Tourism & Hospitality course.		
2. _____ Course name <small>(choose any Intensive or Full-Time Program)</small>	Number of weeks** _____	<small>** (only choose a second course if you wish to study longer than 4 weeks)</small>
3. <u>Work Internship / Work Experience</u> Course name _____	Number of weeks*** _____	<small>*** (the number of Work Internship weeks cannot be longer than the total length of studies)</small>

### Section D—Job Fields Choices

Work Experience placements are not suited for building career related experience.

What type of job are you applying for?

Work Internship (unpaid)
 Work Experience (paid)

(choose 3 fields from below)
Your internship will be in the fields of Retail or Hospitality (skip the rest of Section D)

**Work Internship students only:** Please make three choices. Number these choices from 1st choice to 3rd choice. Only make three choices.

Make only three choices. Choices from the restricted entry box requires pre-approval from ACCESS—some additional fees may apply.

OPEN TO ALL	<input type="checkbox"/> Marketing and Advertising	<input type="checkbox"/> General Hospitality	<input type="checkbox"/> Museums and Galleries
	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Junior Hotel Positions	<input type="checkbox"/> Office Assistant
	<input type="checkbox"/> Retail	<input type="checkbox"/> Print Media	<input type="checkbox"/> Environmental
	<input type="checkbox"/> Restaurants	<input type="checkbox"/> Broadcast Media	<input type="checkbox"/> Junior Financial Positions
RESTRICTED ENTRY	<input type="checkbox"/> Child-care	<input type="checkbox"/> Medical office assistant	<input type="checkbox"/> Computers (Web-Design)
	<input type="checkbox"/> Education (English / French)	<input type="checkbox"/> Senior hotel positions	<input type="checkbox"/> Computers (Networks)
	<input type="checkbox"/> Nursing home care	<input type="checkbox"/> Commercial Printing	<input type="checkbox"/> Intern at ACCESS
	<input type="checkbox"/> Legal office assistant	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Medicine & Health care



AGENCY STAMP

## Work Internship / Work Experience Program Application

### Section E—Work Experience Please attach your English-language C.V. or Resume to this document

Students applying for a Paid job in the Work Experience program must provide specific details of their experience in the Retail or Hospitality industry.

Full-time	Part-time	From (mm/yyyy)	To (mm/yyyy)	Name of Company	Job Title	Duties

### Section F—Volunteer Experience

Full-time	Part-time	From (mm/yyyy)	To (mm/yyyy)	Name of Organization	Duties	Why did you Volunteer?

Your answers to the questions in this section help us to determine the suitability of your choices and the likelihood of your success in the Work Internship / Work Experience program.

### Section G—Job Skills

Which computer programs can you use? \_\_\_\_\_

What office equipment do you have experience with? \_\_\_\_\_

Do you have any technical qualifications? If so, which? \_\_\_\_\_

Describe your customer service experience. \_\_\_\_\_

### Section H—Goals

Why do you want to take the Work Internship / Work Experience? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where do you see yourself (careerwise) in 5 years? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which English-language skills do you need to improve? How will the Work Internship / Work Experience help you to improve those skills?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note that the main purpose of the work internship is to improve your English. Work internship is not vocational training.

## Work Internship / Work Experience Program Application Form

### Section I—Pre-admission Contract

In order to participate in the Work Internship / Work Experience you need to read, understand and agree to all of the following

- I understand that the primary purpose of the Work Internship / Work Experience program is to improve my English—it is not vocational studies.
- The ACCESS International Work Internship program is not PAID work—that is to say that student work is done on a volunteer basis. Only the ACCESS Work Experience program offers PAID work. All work in the Work Experience program is in the fields of Retail & Hospitality.
- I understand that by completing this application, I will not be automatically accepted into the Work Internship / Work Experience program.
- I understand that in order to participate in the ACCESS Work Internship / Work Experience Program, I must have studied for a **MINIMUM** of 4 weeks in the Intensive Business Communication course and achieved an advanced level in all skill areas. If my internship is in the field of Medicine & Health care, I must have completed a minimum of 4 weeks in ACCESS' English For Medicine course. If my internship is in the field of Tourism, I must have completed a minimum of 4 weeks in ACCESS' English For Tourism & Hospitality course.
- I understand that I must conduct myself in a professional and mature manner – I must attend classes regularly.
- I understand that ACCESS does not guarantee me a placement in any specific job or industry. ACCESS guarantees me an

Please carefully read this contract before signing

**I understand each of the points in this contract and agree to each of these points.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Section J—Agent Section

Please take time to carefully explain each point of this application form and contract to your client, the student. Please note that you must seek pre-approval for any of the restricted job choices. Pre-approval can be gained directly through ACCESS via email. Please see 'Explanations Sheet' for more information.

**I confirm that I have met the agent requirements as described above and will attach all necessary documents for this application form to be processed.**

**Agent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Agents or student representatives must carefully read and sign this section

### Section K—Checklist

Do not send this document until you have ticked each of the boxes below.

- Have you completed each section of this application?
- Have you and your agent signed sections I and J respectively?
- Have you received pre-approval (if necessary) for the restricted job fields?
- Have you chosen three potential job fields? (Work Internship only)
- Have you attached a completed resume/C.V.?
- Have you attached a copy of the identifying pages of your current passport?
- Have you attached any relevant certificates, police checks or medical records?

When you complete this last section please fax copies of all supporting documents to ACCESS at 1 (416) 935-0458

Please fax completed application and all supporting documents to ACCESS in Toronto at 1-416-935-0458

## Work Internship Program Application Form—Explanations Sheet

### Restricted Job Fields

As you can see on page 1 of the Work Internship Application Form, there are 12 restricted job fields for which you will need to seek prior approval. These are job fields that are not normally requested by students and may require additional fees and special application procedures.

For example, to apply for an internship position in Education, Canadian law requires that your client supply a Police Report and Medical Report. Toronto-area schools additionally require proof of linguistic ability in both English and French. For French language skills, we would require at least a DELF 2 certificate.

If your client were to choose a Graphic Design placement, ACCESS would need proof that your client has relevant graphic design work experience. While there are no special legal requirements for Graphic Design, few, if any companies would take on an intern with little or no experience.

Restricted Job Field positions may also require ACCESS to invest extraordinary resources in placing your student—so additional fees may apply.

If your client would like to apply for a Restricted Job Field, please contact ACCESS via email for specific requirements.

#### EXAMPLE Periods of studies

A client wishes to stay in Canada for 16 weeks and do 8 weeks of Work-Internship / Work Experience.

This student must first study 8 weeks or longer in a full-time program of 20 hours/week or more. (4 of those weeks must be in Intensive Business Communication course.)

A client wishes to stay in Canada for 12 weeks and do 8 weeks of Internship.

This is not possible. The student's period of internship may not exceed their period of studies. The student would first need to study for 8 weeks or longer (including at least 4 weeks in Intensive Business Communication) in order to do 8 weeks of Work Internship.

A client wishes to stay in Canada for 16 weeks doing 4 weeks of Internship and 12 weeks of studies.

This is possible. This student may take any period of internship up to and including 12 weeks.

### Registration and Period of Work / Studies

A student wishing to participate in the Work Internship / Work Experience program must study for a MINIMUM of 4 weeks in one of the following:

1. Intensive Focus—Business Communication (30 lessons/week)
2. Intensive Focus—English For Medicine (30 lessons/week) - *for placements in the field of Medicine & Healthcare*
3. Intensive Focus—English For Tourism & Hospitality (30 lessons/week) - *for placements in the field of Tourism & Hospitality*

For students completing an internship of longer than 4 weeks, the student may choose any Full-Time or Intensive program of 20 lessons / week or more. It is highly recommended that students take one of the Intensive Focus programs listed above for the full duration of their studies at ACCESS.

If your client wishes to study in a program other than an Intensive program for the remainder of their time at ACCESS—please make note of this in handwriting on the first page.

Please also note that your client's period of Full Time and Intensive studies dictates their period of internship work. Canadian Government regulations state that a student's period of internship may not exceed their period of full-time studies. Therefore, if your client takes the **minimum** 4 weeks of studies, then the **maximum** they can work is 4 weeks. If your client wishes to work longer, they must also study longer. Please see the examples next to this text.

For more information on the registration process, please contact ACCESS at [info@accessenglish.com](mailto:info@accessenglish.com)

### Work Internship refund Policy

A full refund of all fees is given if, after 12 weeks of study, a student fails to achieve a high enough level to participate in the Work Internship program or if ACCESS is unable to arrange an interview for the student in one of their 3 choices.

No refund is given if a student is fired from their placement because of bad behavior, negligence, poor attendance or tardiness. No refund is given if a student refuses to attend an interview, refuses a reasonable placement offer or is ill-prepared for their interview or placement or quits their placement early.

For all other situations – please refer to the ACCESS refund policy.