

2013 Application for Admission

VOLUNTEER INTERNSHIP PROGRAM APPLICATION

VANCOUVER, TORONTO, MONTRÉAL

SECTION I: STUDENT INFORMATION

Please Print Clearly

First Name: _____ Last Name: _____

Male ☐ Female ☐ Birthdate (mm/dd/yy): ____/____/____ Nationality: _____ First language: _____

Telephone: (____) _____ Cell: (____) _____ Email: _____

Class Start Date: _____ (# of weeks) _____ Full-time VIP _____ VIP Fast Track _____ Volunteer Internship Program Start Date: _____ (# of weeks) _____

SECTION II: AREAS OF INTEREST

The following industries don't require experience or training

VANCOUVER

- The Arts (Art, Music, Theatre, Dance)
- Banking/Credit Unions * ♦♦
- Business Associations
- Education *
- Event Marketing/Coordination
- Hotels ♦♦
- Human Resources ♦♦
- Marketing/Market Research
- Non-Profit Organization/Social Program*
- Specify Area: _____
- Radio
- Retail/Customer Service
- Sports/Recreation
- Tourism/Tourist Attractions
- International Trade/Logistics ♦♦
- Travel Agencies

TORONTO

- The Arts (Art, Music, Theatre, Dance)
- Business Associations
- Education*
- Environmental Protection/Sustainability
- Event Marketing
- Hotels/Hostels
- Human Resources
- Marketing/Marketing Research
- Non-Profit Organizations*
- Specify Area: _____
- Retail/Customer Service
- Logistics/International Trade
- Sports/Recreation
- Tourism/Tourist Attractions
- Travel Agencies

MONTRÉAL

- The Arts (Music, Theatre)
- Business Administration
- Environmental Protection/Sustainability
- Event Marketing
- Accounting (Administrative)
- Hotels/Hostels (B – advanced) ♦♦♦
- Human Resources
- Marketing
- Non-Profit/Social Program
- Specify Area: _____
- Radio
- Retail/Customer Service (B - Advanced)
- Shipping/Transport Services
- Sports/Recreation (B)
- Tourism/Tourist Attractions (B - Advanced)
- Travel Agencies (B – Advanced)

Options with experience and training required (may be administrative in nature)

VANCOUVER

- Architecture/Interior Design (Portfolio needed)
- Communications
- Computers/IT
- Specify Area: _____
- Engineering * ♦♦
- Specify Area: (civil, mechanical etc.) _____
- Finance/Accounting
- Graphic/Web Design (portfolio needed)
- Law (office clerical experience, only minor exposure to legal system)

TORONTO

- Architecture/Interior Design (Portfolio needed)
- Communications
- Clothing, Fashion, & Textiles (Portfolio needed)
- Computers/IT
- Specify Area: _____
- Engineering
- Specify Area: (civil, mechanical etc.) _____
- Finance/Accounting
- Graphic/Web Design (portfolio needed)
- Journalism (portfolio needed)
- Law (minor exposure to legal system)
- Business Consulting
- Media

MONTRÉAL

- Communications
- Clothing, Fashion, & Textiles (portfolio needed)
- Computers/IT ♦♦♦
- Specify Area: _____
- Design – Interior (portfolio needed)
- Finance/Accounting ♦♦♦
- Graphic/Web Design (portfolio needed)
- Journalism
- Photography (portfolio needed)
- Science
- Specify Area: _____
- Shipping/Transport Services and/or International Trade

* A criminal record check may be required and it is strongly recommended that students request one from their home country prior to departure

♦♦ 12 week internships are recommended ♦♦♦ 8 week internships are recommended (For Computers/IT in Montréal, 4 week internships may be feasible depending on the host company)

****B = Bilingual (Imperative)**

B - Advanced = Bilingual with a high I3 language level in both English and French (Imperative)

**Specific to Montréal: Internship and language interests are discussed upon the student's arrival as not all industries provide work opportunities in all languages.

CITY OF CHOICE:

LANGUAGE STUDYING:

Please choose 3 areas* in which you would like to do your volunteer placement.

**Students must accept a placement in ANY of their 3 choices*

1st choice:

2nd choice:

3rd choice:

SECTION III: STUDENT DOCUMENT CHECKLIST

Please initial in each box for your confirmation.

_____ I have provided a valid email address

_____ I have submitted my resume, cover letter and Volunteer Internship Program application 1 month prior to my arrival to my agency

_____ I have read, understand, and accept the application in its entirety. (If you need help with translations of the Program Policies & Student Agreement below, please ask your agent or counselor prior to signing the document).

SECTION IV: VOLUNTEER INTERNSHIP PROGRAM POLICIES & STUDENT AGREEMENT

- I accept that the placements are voluntary, unpaid and intended for language acquisition, not for vocational or career skills training.
- I understand that due to the nature of the Canadian labor market and economy, ILSC cannot guarantee interviews with certain companies or specific industries. Therefore, it is not always possible to find a volunteer placement that fulfills the exact criteria of the student.
- The minimum required for English/French Volunteer Internship Program placements is a language level of Intermediate 3. Volunteer Internship Program students must complete a minimum of one full session of classes at an I3 level. For more information please contact your appointed counsellor or agency.
- I accept that I may be required to enroll in additional classes or cancel my Volunteer Internship Program if I do not meet the required language level or if I do not meet my student responsibilities.
- I accept that placements depend on the availability of positions with host companies, the timing of my placement, my skills, experience, language level and performance in the interview. I consent to the Volunteer Internship Program Department choosing a suitable placement for me at their discretion, with my best interests in mind and using their best judgment and expertise.
- I accept that although many businesses are located in the downtown Vancouver / Toronto / Montréal areas, my placement may be located farther away. All placements are accessible by public transit (bus or train).
- I accept that the host company may require me to have a criminal record check prior to offering me a placement. Some organizations require that students have a criminal record or medical check/background clearance or reference letters from their home country in order to volunteer. Therefore, students should consult with their agents and are encouraged to have this completed before leaving their home country.
- I accept that I am also responsible for any other miscellaneous program related costs including but not limited to transportation to/from the interviews and during the placement, meals during the internship, criminal record checks, and health exams.
- I understand that ILSC may use information on this form and during my internship for marketing purposes. I hereby give permission for ILSC to use my testimonials, reports, name, video and photograph for such purposes.
- Upon accepting an internship, I am responsible for completing the registered placement term. I understand that a minimum of 4 weeks of the scheduled internship is mandatory to receive a certificate of completion.
- I will maintain communication with my Program Coordinator by submitting weekly reports or emails throughout my placement in order to obtain my certificate of completion.
- I accept that withdrawal from the Volunteer Internship Program before classes begin will result in a full refund minus the \$200 administration fee, and a withdrawal after classes begin will result in a full credit to tuition (no cash refund) minus the \$200 administration fee. Within six weeks of the placement start date, ILSC will not refund or credit any program fees.
- I confirm that the information I have given in this application, resume and cover letter is true, otherwise my application to the Volunteer Internship Program may be denied and/or my placement may be changed or delayed.

Student's Signature: _____

Date: _____