

Terms & Conditions (2 of 2)

The Intern is not permitted to enter into any direct Employment Agreement with the Host Company;
 The Intern is not permitted to enter in to an Employment Agreement with any organisation, if in the opinion of AIFS this agreement may interfere with their Internship;
 The Intern is not permitted to negotiate payment or any other benefit with AIFS or the Host Company after receipt of their Internship Offer;
 The Intern must adhere to the Host Company's dress code during business hours;
 The Intern will be responsible for any loss or damage resulting from his or her acts while taking part in the Program. The Intern agrees to indemnify AIFS, the Host Company, or any other party that may suffer loss by reason of the Intern's conduct;
 The Intern must behave in an orderly and professional manner at all times whilst participating in their Internship. Any serious misconduct or breach of this Code of Conduct will result in the cancellation of the Internship and immediate dismissal from the Program. No refund will be payable to the Intern in that event and the Department of Immigration and Multicultural Affairs will be duly notified. This notification may result in the cancellation of some visas.

Please refer to Payment, Cancellations & Refund terms and conditions with your sending office.

5. General Terms & Conditions

The Internship does not constitute an Employment Agreement or any offer of employment with either with AIFS or the Host Company;
 All interns must have a minimum English level of IELTS 6.5 or equivalent to participate on the Program.
 Upon completion of the Internship, the Intern will receive a Letter of Reference from the Host Company. If an Intern fails to complete their Internship a reference will not be issued by the Host Company or AIFS. If a Host Company fails to issue a Letter of Reference upon completion, AIFS will issue a Letter of Reference on their behalf;
 AIFS will issue a Certificate on Completion to the Intern upon completion of the Internship and receipt of the Internship Evaluation Forms;
 AIFS has the right to amend the Program if AIFS believes any such amendment is necessary to comply with any Australian rules, laws or regulations;
 The Intern is responsible for all of his or her acts along with any loss or damage resulting from those acts while on the Program.

I confirm that the statements contained in this application are accurate to the best of my knowledge. I have read and understood and I accept these Terms and Conditions. I also understand that if any of this information is found not to be correct I could be removed from AIFS' Professional Internship Australia Program with no refund being due. (Please tick the box before sending)

Name: _____ Date: _____
 Signature: _____

Personal Details (Please use black capitals and print your name exactly as it appears on your passport)

First Name	Last Name
Date of Birth	
Country of citizenship	
Postal address	City
Postal code	Country
Home phone (country code – city code – number)	E-mail
Mobile (cell) (country code – city code – number)	

Emergency Contact

First Name	Last Name
Relationship to you (i.e. Mother, friend)	
Postal address	City
Postal code	Country
Home phone (country code – city code – number)	E-mail
Mobile (cell) (country code – city code – number)	

Arrival Details

Estimated arrival date _____

Do you require accommodation (homestay)? Yes No

Passport & Visa Details (if you do not hold a passport, please advise AIFS of the following details when you receive your passport)

Will this be your first visit to Australia? Yes No

Have you previously applied for any type of Australian visa?
 No Yes → Was your visa Granted Refused Withdrawn Pending

If you have already been in Australia, please give details of all the visas you had:

Passport Number _____

City of Issue	Date of Issue	Expiry Date
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Visa (please tick the visa you intend to use for your Internship program)
 416 Special Program Visa Working Holiday Visa Student Visa Other _____

English Language Skills

Would you like to book English language study?* Yes No More Details _____

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How many weeks would you like to book?
 2 wks 4 wks 6 wks 8 wks 10 wks 12 wks Other ___ wks

* AIFS recommends undertaking a minimum of 4 weeks English study prior to the commencement of your Internship.

English Language Skills

Oral English	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced (minimum IELTS 5.0 or the equivalent is required)
Written English	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced (minimum IELTS 5.0 or the equivalent is required)
Listening Comprehension	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced (minimum IELTS 5.0 or the equivalent is required)

Have you completed a English language test in the last 2 years? (Eg. TOEFL, IELTS, Cambridge)

Yes No (If Yes, please enclose a photocopy of your results)

Professional Internship Program Information

Preferred Internship duration

0 – 6 weeks

7 – 12 weeks

13 – 26 weeks

Please specify exact number of weeks _____

Preferred Internship **start** date: __/__/____ Day/month/Year Preferred Internship **end** date: __/__/____ Day/month/Year

Professional Internship Program Information

Preferred industry/field of Internship

1st choice	_____
2nd choice	_____
3rd choice	_____

Please note: preferences are taken into consideration however the internship placement will depend upon availability and the relevant experience/ skills.

Any other specific requests?

Please note: specific requests are taken into consideration however the internship placement will depend upon availability and the relevant experience/ skills.

What do you expect from your Internship?

What specific skills do you want to learn or improve?

Are you flexible with the location of the Internship? (eg. Internship located in Brisbane or Sydney or Melbourne...)

Please write any further information you feel is relevant or would assist you in securing your Internship:

Medical & Insurance Information

Do you suffer from any allergies? Yes No
If yes, please provide details (please use a separate paper if required)

Have you suffered from any illness requiring hospitalisation in the last 5 years? Yes No
If yes, please provide details (please use a separate paper if required)

Do you suffer from any illness that will require you to take medication during your Internship? Yes No
If yes, please provide details (please use a separate paper if required)

Do you suffer from any illness that your Host Company should be aware of? Yes No
If yes, please provide details (please use a separate paper if required)

Do you smoke? Yes No

Completing your Application Pack

Your application pack should be returned to AIFS Australia with the following:

- Completed Application Form
- Résumé / CV
- A Cover letter, outlining your skills and Internship goals
- A copy of personal information page in your Passport
- 2 x passport-sized pictures
- Form 147 – ONLY if you are applying for the 416 visa
- Form 956– ONLY if you are applying for the 416 visa
- Form 1282– ONLY if you are applying for the 416 visa
- Copy of graduation certificate if applicable
- Statement of Internship objectives (Internship should link to your academic studies)

Terms & Conditions (1 of 2)

1. An Internship Offer

An 'Internship Offer' means an offer of an internship with an Australian business or other legal entity for a designated period of time; AIFS agrees to provide the Applicant with one Internship Offer within one of the three industries listed on their Application Form; AIFS does not guarantee the location or business for any Internship Offer.

2. Change of Host Company

A 'Host Company' means a business or legal entity offering an Internship opportunity to AIFS as a component of AIFS' Professional Internship Australia Program (the "Program").

Requests for a change of Host Company will only be considered under the following circumstances:

The Intern has arrived in Australia and commenced their Internship;

AND one of the following occurs:

- a) Inability of the Host Company to continue the internship;
- b) Sexual harassment or discrimination against the intern;
- c) Racial or religious vilification against the intern
- d) Breach of Occupational Health and Safety regulations affecting the intern.

3. Postponement of the Internship start date

Requests by the Applicant to postpone the start date of their Internship will only be granted if the Host Company agrees to the postponement; In the event that the Host Company will not accommodate the postponement, the cancellation and refund policy in Section 5 will apply;

4. Code of Conduct

All Interns must adhere to AIFS' Code of Conduct for the duration of their internship which includes (is not limited to) the following rules:

The Intern will be punctual and adhere to the policies of the Host Company which may be set out verbally, in a staff handbook or provided through the course of training;

Requests for sick leave must be reported directly to the Intern's Supervisor at the Host Company at the commencement of business on the day that leave is to be taken. Messages left on a voicemail, sent via email or SMS will not be accepted. Sick leave of 2 days or more must be accompanied by a medical certificate;

Any request for holidays or other leave must be made in writing to AIFS and are subject to the approval of AIFS;

No leave requests will be accepted after the commencement of Internship, other than bona fide sick leave, for Internships of 8 weeks or less;

The Intern is not permitted to request leave directly to the Host Company other than bona fide sick leave;