

## Co-op and internship Programs Form

Personal Details <i>(As on passport)</i>			
First Name:		Last Name:	
MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	Date of Birth:	Country of Birth:
		DD / MM / YYYY	
Country of Citizenship:		Country of Legal Permanent Residency:	
Homestay is required <input type="checkbox"/> Yes <input type="checkbox"/> No		Passport Number:	
Address:		City:	
Country:		Postal Code	
Phone (Home):		Mobile:	
Email:		Skype Account:	
Will you consent to a police check if required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever worked overseas before? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, where?.....			
When and for how long?.....			
Emergency Contact Information			
Contact Person:		Relationship:	
Telephone:		Email:	
Agency Details			
Booking Agency:			
Contact Person:		E mail:	
Program Choice and Start dates			
<p style="text-align: center;"><b>UNPAID</b> internship</p> <p><input type="checkbox"/> English 12 weeks + 12 weeks</p>	Preferred Start Date of Class:      ___/___/___ <span style="float: right;">DD / MM / YYYY</span>		
<p style="text-align: center;"><b>PAID</b> internship</p> <p><input type="checkbox"/> English 24 weeks + 24 weeks</p> <p><input type="checkbox"/> English 48 weeks + 48 weeks</p>	Preferred Start Date of Internship:      ___/___/___ <span style="float: right;">DD / MM / YYYY</span>		

PAID Internships	Rank Your top three choices 1 = first choice
Information Technology	
Business Administration	
Hospitality (Hotel Industry)	
UNPAID Internships	Rank Your top three choices 1 = first choice
Marketing	
Finance	
Law	
Engineering	
Advertising	
Public relations	
Education	
International trade	
Politics	
Logistics	
Accounting	
Event planning	
Manufacturing	
Graphic design	
Information technology	
Biology	
Manufacturing	
Business administration	
Arts & culture	
Environment	
Fashion	
Community service	

Preferred Duties and Responsibilities. Some jobs may require experience or training.

→ List 4 tasks that you expect to do daily at the internship below:

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_



100-200 Nelson St.  
Vancouver, BC / Canada  
V6B 2E2

Tel. +1 604 669 2930 Fax +1 604 669 2929 school@cetvancouver.com www.cetvancouver.com

## Motivation and Expectations

Tell us your motivations in coming to Canada and participating to our program.  
Also please describe your plans after program.

## English Language Assessment Test

Student name: \_\_\_\_\_

Agency: \_\_\_\_\_

- |   |   |   |
|---|---|---|
| 1. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 25. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 49. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 2. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 26. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 50. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 3. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 27. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 51. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 4. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 28. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 52. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 5. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 29. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 53. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 6. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 30. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 54. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 7. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 31. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 55. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 8. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 32. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 56. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 9. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>  | 33. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 57. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 10. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 34. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 58. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 11. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 35. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 59. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 12. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 36. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 60. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 13. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 37. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 61. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 14. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 38. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 62. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 15. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 39. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 63. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 16. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 40. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 64. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 17. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 41. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 65. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 18. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 42. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 66. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 19. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 43. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 67. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 20. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 44. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 68. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 21. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 45. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 69. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 22. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 46. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 70. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 23. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 47. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 71. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |
| 24. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> | 48. A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> |   |

**REFERENCES**

References need to be employers or community leaders (not friends or relatives) who can verify your suitability for the position that you have applied for and your general character traits.

## Reference One

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Length of relationship with applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Reference Two

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Length of relationship with applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

References Date Submitted: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Day Month Year

## Curriculum vitae (CV) SAMPLE

[Your Name]  
[Street Address], [City, ST ZIP Code]  
[phone]  
[e-mail]

### OBJECTIVE

A position as a general office clerk for a major corporation

### SKILLS PROFILE

- Ability to operate Model 5000 copy/collating machine
- Knowledge of and experience with corporate mailroom procedures
- Experience in handling confidential paperwork
- Ability to take accurate phone messages and deliver messages promptly
- Good customer-relations background

### EMPLOYMENT HISTORY

**Copy-Machine Attendant** 1998-current  
*Contoso, Ltd., Milton, NY*

- Copy and collate all projects (including confidential papers) for 25-lawyer firm.
- Successfully complete all jobs by time requested.
- Coordinate delivery of large projects with mailroom clerk.

**Mailroom Clerk** 1994-1998  
*Contoso, Ltd., Milton, NY*

- Accurately filed and delivered mail to all company departments.
- Suggested new mail code system, which reduced filing errors and increased timely delivery.
- Computed amount of postage required for outgoing mail, depending on weight and classification.

**Waitress/Cashier** 1992-1994  
*Coho Winery, Harris, NY*

- Took orders, served restaurant patrons, and assisted at the cashier .
- Created "Tuesday Casino Night" theme, including food and games, which doubled the number of customers on a typically slow night.

### EDUCATION

**Diploma** 1992  
*Elm High School, Harris, NY*

## CANCELLATION POLICIES

- 1- If written notice of withdrawal is received before the applicant has arrived in Canada and before a job interview has been arranged, CET Vancouver will retain \$250 of the Program Fees under the contract as a cancellation fee, and refund the balance of the fees to the applicant.
- 2- No refund will be made after an interview has been arranged by CET Vancouver for the Participant.
- 3- If the applicant withdraws from the program after he/she arrives in Canada or before arriving but after a job interview has been arranged, CET Vancouver will retain the full Program Fees as a cancellation fee.
- 4- In the unlikely event that CET Vancouver is unable to arrange a work placement interview for the applicant, CET Vancouver will refund the full Program Fees to the applicant and the applicant is not entitled to any other refund from CET Vancouver or its booking agents, or to claim any loss or damage against CET Vancouver or its booking agents arising from failure to provide a work placement for the intern.
- 5- If, after the interview with the company, the applicant is not offered a position by the employer, CET Vancouver will attempt to secure one more interview. If the applicant is not successful in getting a job offer as a result of the second arranged interview, CET Vancouver is under no obligation to arrange any more interviews for the applicant and the application can either; a) pay CET Vancouver to arrange more interviews at a cost of C\$300 per interview, or b) withdraw from the program, in which case, CET Vancouver will retain \$150 of the Program Fees as a cancellation fee, and refund the balance of the Program Fees to the applicant, and the applicant is not entitled to any other refund from CET Vancouver or its booking agents, or to claim any loss or damage against CET Vancouver or its booking agents arising from CET VANCOUVER's failure to provide a work placement for the applicant.

Job Placement applicants are obligated to accept the work placement arranged for him/her by CET VANCOUVER.

If the applicant:

- 1- refuses to participate in an interview arranged for him/her by CET VANCOUVER, or
- 2- refuses a job offer made following an interview,

CET Vancouver is under no obligation to arrange another work placement for the applicant and the applicant can either withdraw from the program or pay CET Vancouver to arrange another placement at a cost of \$300 per additional interview arranged. If the applicant withdraws from the program, the applicant forfeits his/her full Program Fees and the applicant is not entitled to any other refund or to claim any losses against CET VANCOUVER or its agents, as result of his/her failure to secure a work placement

Once the applicant has been assigned a position for his/her work placement, if the applicant requests a change to the dates of the work placement, CET Vancouver will put the request to the host company who can either accept or reject the applicant's request. If the host company accepts the request, the change in program dates (and accommodation dates if necessary) will be made subject to the applicant paying CET Vancouver a Program Change Fee of C\$90.

If the participant fails to achieve the level of English skills required to start the work placement arranged for the participant, CET Vancouver reserves the right to cancel the participant's acceptance in the program and will refund the participant the full Program Fees in the form of a credit note that can be applied by the participant against the purchase price of English classes from CET Vancouver within 12 months of the date of the credit note.

#### Refunds after the Work Placement Starts

Once the applicant has started his/her work placement, if the applicant withdraws from the program or is dismissed from his/her employment by the employer, the Program Fees are non-refundable.

## Participation Agreement

- 1) I am able to work legally in Canada.
- 2) I understand I am responsible for all travel expenses to get to Canada and for travel within Canada.
- 3) I understand that CET Vancouver cannot guarantee me a job position that meets my preferences.
- 4) I understand that I am solely responsible for finding and paying for my own accommodation while in Canada. All expenses relating housing and daily living including rent, utilities, furnishing, and food are my responsibility.
- 5) I understand that I am expected to respect the property of the host company and will pay for property damage I cause. Destruction and/or theft of property will be grounds for disciplinary action. I will obey all Canadian federal, provincial and local laws. I agree to comply with my Canadian employer's rules and policies, including but not limited to such matters as personal grooming and drug testing.
- 6) I will carry out the duties and responsibilities of the position that CET Vancouver has arranged for me. I acknowledge that CET Vancouver only facilitates an arrangement between my employer and me and that any assignment relationship is solely between my employer and me.
- 7) I confirm that my job assignment is temporary and runs for the duration specified in my placement details.
- 8) I understand that CET Vancouver cannot guarantee the actual hours of work as represented in the program description that I will get at my job as my hours of work may be affected by bad weather, economic events, seasonal business fluctuations and other factors out of the control of CET Vancouver.
- 9) I understand I should be aware that some jobs will have flexible start dates and reduced hours due to weather or economic situations.
- 10) I understand I will come prepared with sufficient funds to cover my expenses should these periods occur.
- 11) I understand that CET Vancouver will assist me in finding **one job only**. CET Vancouver will not locate secondary employment for me if I quit or get fired. Should either happen I will notify CET in writing of my change of employment status.
- 12) I understand CET Vancouver will find a job based a number factor which may include on the job market at the time, my English skills, time of year, and length of stay, previous work experience and education.
- 13) I understand I must accept the first job that is offered to me.
- 14) I agree that I will perform my duties to the best of my ability and indemnify without limitation, CET Vancouver, its directors, its employees, agents and organizations affiliated with it, against any loss or damage suffered by any of them, or any claims made against any of them, as a result of any breach or negligence by me during my participation in the program.

- 15) I understand that any cancellation is subject to CET Vancouver Cancellation Policy.
- 16) I confirm that all information stated in my application, my curriculum vitae (CV) and other submitted documentation is correct and I understand that any information proven to be false may result in the cancellation of my program with no refund.

Please note that CET Vancouver does not “guarantee” any employment position or the amount of hours to be provided. CET Vancouver is a conduit between the employer and the employee. Employment conditions can change before or after arrival.

### **Cancellation, Refund and Program Change Policy**

Please refer to the cancellation and refund policy provided by your booking agent. Your application to CET Vancouver is subject to that policy. Any refunds payable by CET Vancouver will be paid to your booking agency.

**IMPORTANT: PLEASE READ THOROUGHLY AND SIGN AFTER COMPLETING THIS APPLICATION.** If you have any questions, please contact your booking agent before you sign to these terms and conditions.

I certify that the information provided is accurate and complete to the best for my knowledge and understand that any omission or misrepresentation of fact may be considered reason for disqualification or dismissal. My signature below confirms that I have read, understand, and agree to abide by the rules, terms and conditions of the CET Vancouver’s Co-op and internship Program.

Signature:

Date:

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Witness Signature\*

Date:

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\*Witness must be a parent, spouse, immediate family or referring agency

Relationship of Witness to Participant .....

Please scan and email to [info@cetvancouver.com](mailto:info@cetvancouver.com) or fax to +1 604 669 2929 attention: CET Vancouver Registrar

Document Check list:

Document Checklist:

Co-op and internship Application Form	<input type="checkbox"/>
English Assessment Test	<input type="checkbox"/>
References	<input type="checkbox"/>
Curriculum Vitae	<input type="checkbox"/>
Signed Participation Agreement	<input type="checkbox"/>
Passport Copy	<input type="checkbox"/>