



INTERNSHIP APPLICATION FORM

PERSONAL DETAILS

First Name		Passport No	<input type="text"/>
Last Name		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
English Name		Address	
Country of birth			
Date of Birth	<input type="text"/>		
Email Address	<input type="text"/>	Do you have an Australian Drivers Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile Phone	<input type="text"/>	Do you own a Car?	Yes <input type="checkbox"/> No <input type="checkbox"/>

CITIZENSHIP

Country of citizenship	<input type="text"/>
Do you hold a current Skilled-Graduate (temporary) visa (Subclass 485)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, complete below: 485 Visa number	<input type="text"/>
485 Visa expiry date	<input type="text"/>
If NO, have you applied for a 485 Visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, please detail your present Visa status	<input type="text"/>

ENGLISH LANGUAGE PROFICIENCY

IELTS Score Yes No writing Reading Speaking Overall

Date of test:

EDUCATION

Name of University attended (most recent)	<input type="text"/>
University course currently studying	<input type="text"/>
Major course (if applicable)	<input type="text"/>

WORK EXPERIENCE

	EMPLOYER DETAILS	HOURS WORKED
Are you working currently?		

INTERNSHIP DETAILS

When are you available to commence your Internship?	
What business field are you looking for?	
Do you have any specific requirements in regards to your internship?	
How did you find out about us?	

PLEASE ANSWER THE FOLLOWING QUESTIONS WITH AS MUCH DETAIL AS POSSIBLE

What are your hobbies/interests?	
What are your career aspirations?	
Describe your personality type	
What do you believe sets you apart from your competitors who are also seeking an internship?	

Application Checklist

All the below must be presented in original format at interview

- Certified copies of your academic transcripts
- Copy of your updated resume
- Electronic version of your resume and transcripts
- Completed Application Form
- Any other relevant references/certificates
- Review of the Borch Leeman terms & conditions on the Internship Agreement

Fee Schedule

Application Fee GST Inclusive	\$550.00 AUD
Internship Fee GST inclusive	\$2,300.00 AUD
Total Fee	\$2850.00 AUD

Bank Details

Commonwealth Bank

ACCOUNT NAME: Borch Leeman Pty Ltd

BSB: 063010

ACCOUNT NUMBER: 1174 3968

Swift code – CTBAU2S (for international transfers only)

* Please note there will be a 2% surcharge on all transactions if fees are paid by credit card.

Verification

I declare & verify that the information I have given on this application form is true and correct. I understand that giving false or incorrect information may lead to the refusal of my application. I understand that Borch Leeman collects stores and uses personal information only for the purposes of administration. Student applications and the information collected is confidential and will not be disclosed to third parties without my consent, except to meet legal, government or other regulatory authority requirements, for further information in relation to the Privacy Policy refer to our website. I understand that fees may rise without notice. I accept liability for payment of all fees as explained in the Fee Schedule, and I agree to abide by the Fee Refund Policy which is current at the time of my application. I understand that Borch Leeman may, by written notice, vary its terms and conditions if necessary to abide by any law, regulation or amendment thereof, of the Commonwealth of Australia.

Applicant's signature:

Date: / / (day/month/year)

Application must be presented at free no obligation interview, you can also mail or email completed application to:

Borch Leeman Pty Ltd

Level 6, Suite 608, 343 Little Collins St, Melbourne VIC 3000 Australia

Phone: 03 9670 6267 or 03 9670 3199

Email: info@borchleeman.com.au

Your application will be processed upon receipt of the total Fee; this can be paid via direct bank transfer or international swift transfer, please provide evidence of a direct deposit into the bank account.

Procedure

Complete an application form and submit to Borch Leeman

On acceptance of an offer into the Internship Program, students are required to pay the application fee of \$550.00.

To secure a place in any Program, applicants are required to pay the remaining balance of fees within 14 days on acceptance of offer.

Applicants who fail to pay by the due date will have their application offer withdrawn without further notification.

Terms & Conditions

I acknowledge the following Terms & Conditions in regard to my application in the Internship Program with Borch Leeman. The Program consists of a 12 week non paid professional internship.

I acknowledge that:

1. The information on my Application Form is correct at the time of lodgement.
2. I will advise Borch Leeman of any changes to my details, including visa status, contact details and any travel plans.
3. I understand the Program is to develop my practical and professional skills, via training, mentoring and support, and that I am required to do my best to fulfil this obligation. If my behaviour is deemed unacceptable by Borch Leeman, my internship program may be cancelled, and I agree that I will not be entitled to a refund.
4. I acknowledge that Borch Leeman will arrange my Internship in a Host Company in my requested field. I understand that I must attend interviews for these positions; and the selected Host Company is at the final discretion of Borch Leeman.
5. Borch Leeman does not guarantee that a casual, part-time or full time employment will occur after your internship.
6. I have read and understood the refund policy.

I, _____, herein confirm that I have read, fully understand and agree to the above terms and conditions of the internship program herein as per my application and registration with Borch Leeman.

.....
Signature

.....
Date

Policy

Borch Leeman Application Fee

An amount of \$550.00AUD is payable on acceptance into our Internship Program

The Application Fee is non-refundable under any circumstances.

Borch Leeman Insurance Fee

The Insurance Fee is fully refundable upon cancellation of the Internship Program only prior to commencement of the program.

Borch Leeman Internship Fee

The Internship Fee is partially refundable upon cancellation of the Internship Program, only prior to commencement of the Program:

No Refund

Borch Leeman will make no refund of any fees:

- Once the internship program has been confirmed via written notification or commenced
- If the applicant has attended at least one interview with a host organisation arranged by Borch Leeman
- If the applicant refuses the internship placement offered by Borch Leeman

Refund

Borch Leeman agrees to refund the internship fee if Borch Leeman has not secured an interview within 24 weeks of confirmation of the Internship Program

Office use only

	Amount	Paid	Method	Date
Application Fee	\$550.00			
Internship Fee	\$2,300.00			
Total	\$2850.00			