



PHI BETA DINGO

Internship Application Form

An internship is an unpaid, training position that allows students to gain hands-on experience in a workplace environment relevant to their area of future career interest and current course of academic studies. Phi Beta Dingo places students in organizations, companies, government agencies, non-profits, and other workplaces that will provide students a first hand look at what a career in a particular area might be like and how their chosen industry works.

Application checklist:

- completed application form
- personal / professional reference
- academic reference
- passport sized photo
- application fee (payable online at www.phibetadingo.com/TRAVEL/syd/)

Please mail completed application forms to the following address:

FAO: Internship Applications
Suite 1006, 185 Elizabeth Street,
Sydney,
NSW 2000
AUSTRALIA

or fax to: + 61 2 9283 2706

Personal Details

Title: mr miss mrs ms other: _____

Name: _____

Surname: _____

Date of birth: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Emergency Contact Details

Name: _____

Address: _____

Home telephone: _____

Work telephone: _____

Mobile: _____

Email: _____

Education:

Currently enrolled in (College or University): _____

Level of study: Graduate Undergraduate

Course details: _____

Do you require credit for this internship? yes no

If "yes", please provide the following information for the academic contact to approve academic credit for the internship program:

Name: _____

Position: _____

Address: _____

Telephone: _____

Email: _____

University or College: _____

Department: _____

When can this person be contacted: _____

List three desired internship placements (companies or positions):

1 _____

2 _____

3 _____

List experience, and coursework, relevant to your ideal internship placement:

Work experience:

Describe three examples of previous work experience that show how you can cope with certain work related situations, such as working under pressure, multitasking and working as a team.

1 _____

2 _____

3 _____

What are your future career plans and why would this internship suit you?

What responsibilities do you expect to be given during your internship?

Skills:

Languages (please note level of fluency)

Spanish _____

French _____

German _____

Italian _____

Cantonese _____

Mandarin _____

Other: _____

Computer literacy (please note level of competence):

MS Word _____

MS Excel _____

MS Access _____

MS Outlook _____

MS Xp _____

MS Vista _____

Mac Tiger _____

Mac Leopard _____

Other _____

Please list additional skills and strengths here:

If you have a criminal record, or any conduct violations (behavioral or academic) that you have had at any school you have attended, please give details below:

Payment:

A one-time, non-refundable application fee of AU\$ 75.00 is due with this application. You can pay by credit card (VISA or Mastercard) online at www.phibetadingo.com/TRAVEL/syd/ or by bank transfer.

Bank transfer details:

ANZ Bank, Shop G - 11, Broadway Shopping Center, Bay & Grose Street, Broadway, NSW, 2007 AUSTRALIA

Account name: Phi Beta Dingo Pty Limited

Account number: 497 229 088 Sort code: 01 - 20 - 30 SWIFT: ANZBAU3M

I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given Phi Beta Dingo Pty. Ltd. false information, or have not given them complete information, I may be refused an internship placement and lose my full deposit. I agree to give Phi Beta Dingo any additional information they may require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my internship placement.

Your signature: _____

Your name (in block capitals): _____

Date: _____

Please make sure to attached your personal / professional reference (not family and preferably someone who has managed you in a work environment). Also make sure to attach your academic / faculty reference from the University or College where you are currently enrolled. There is a checklist on the front page of the application form, please make sure you include all necessary items.