

INTERNSHIP APPLICATION FORM

The Australian Experiential Learning Centre is a member college of:
 The Australian Centre for Advanced Studies
 P.O. Box 14, Riverton, Western Australia, 6148
 ABN 34 184 949 259 www.acas.edu.au



INSTRUCTIONS

- This form has been designed to provide us with the basic information for easy processing of your application for an internship placement with Australian Experimental Learning Centre.
- All relevant sections of this application form must be completed.
- If you would like to add any further information please send as an attachment.
- Please complete and return to info@aelc.edu.au or fax to +61 8 9250 6577
- AELC reserves the right to terminate the internship placement of the applicant if any of the particulars supplied by the applicant in this application form is found to be untrue after commencement of the internship placement.

Personal Information

Family name (Surname)		
Given names		
Current Study Course		
Institution / Education Provider		
Duration	From	To

Study type Full-time Part-time Online

Residential street address		
Mail address (Leave blank if same as above)		

Telephone number	()	Date of birth	
Sex	Male Female	Country of birth	
Email address			

EDUCATION

What is your highest completed school level?

In which year did you complete that school level?

Any other postsecondary education

Yes No

Award:	Institution:	Year of graduation:

GENERAL INFORMATION ABOUT YOU

Do you have a current Visa?

Yes

No

If Yes, please state what type of Visa

Expiry date of current Visa

/ /

If No, are you applying for a Visa?

Yes

No

Which type of Visa are you applying for?

Will you be applying for the following?

Centrelink benefits

Yes

No

If Yes, please indicate

Austudy
Youth allowance

Abstudy

Recognition of Prior Learning

Yes

No If

If Yes, please explain

Tick which best describes your current employment:

Full-time employee

Self-employed, not employing others

Part-time employee

Employer

Unemployed and seeking part-time work

Employed, unpaid worker in family business

Employed and seeking full-time work

Not employed and not seeking employment

English proficiency:

How well do you speak English?

Very well

Well

Not well

Not at all

Do you speak another language at home?

Yes

No

If Yes, please specify the language:

If English is your second language please provide your English IELTS or TOEFL scores below.

Are you of Aboriginal or Torres Strait Islander origin?

Aboriginal

Torres Strait Islander

Both

Not Applicable

Do you consider yourself to have a disability impairment or long-term condition?

Yes

No

If Yes, then please indicate the area(s):

Physical

Learning

Hearing/deaf

Vision

Intellectual

Medical Condition

Mental illness

Other condition

Acquired Brain Impairment

SELF RATING

Please rate yourself on a scale of 1 to 10 for each point below

	Poor				Average				Excellent	
	1	2	3	4	5	6	7	8	9	10
Written Communication	1	2	3	4	5	6	7	8	9	10
Verbal Communication	1	2	3	4	5	6	7	8	9	10
Punctuality	1	2	3	4	5	6	7	8	9	10
Enthusiasm/Motivation	1	2	3	4	5	6	7	8	9	10
Computer Literacy	1	2	3	4	5	6	7	8	9	10
Numeracy/Maths	1	2	3	4	5	6	7	8	9	10
Additional Comments										

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INTERNSHIP REQUIREMENTS

Please choose your preferred pathway:

	Tick One
Internship Only	<input type="checkbox"/>
Certificate IV in Business (including Internship)	<input type="checkbox"/>

If unsure of your eligibility, please contact us for further information.

PROFESSIONAL INTERESTS

Please feel free to give more than one area of interest

1.

Areas of Professional Interests	
Type of Organisation	
Comments:	

2.

Areas of Professional Interests	
Type of Organisation	
Comments:	

3.

Areas of Professional Interests	
Type of Organisation	
Comments:	

Preferred duration of internship (weeks)	Preferred Commencement Date	Preferred End Date	Comments

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OTHER INFORMATION:

Would you like further information on the following:

Homestay

Shared Accommodation

List any other information required:

AELC Office Use Only

Domestic		
International		
International in Australia		

Internship Only		Cert IV in Business	
RPL	Yes No	Level of English [IELTS 6.5 or TOEFL 5.75]	Yes No
Disability	Yes No	Application Fee Paid	Yes No

<table style="width: 100%;"> <tr> <td style="width: 50%;">Currently Studying</td> <td style="width: 50%;">Yes No</td> </tr> </table>	Currently Studying	Yes No	<table style="width: 100%;"> <tr> <td style="width: 50%;">Full Time:</td> <td style="width: 50%;"></td> </tr> <tr> <td>Part Time:</td> <td></td> </tr> </table>	Full Time:		Part Time:	
Currently Studying	Yes No						
Full Time:							
Part Time:							
Highest Level of Education:							
Visa Type:							
If Yes, Expiry Date:	/ /						
Curriculum Vitae:	Yes No						

Comments



LETTER OF MOTIVATION

What are your goals for your Internship?

What is the most important thing that you wish to achieve during your Internship?

How do you want people to perceive you during your Internship?

How do you perceive yourself?

What are your strengths?

What are your weaknesses?

What do you value most in your life?

DECLARATION

- a) The information provided on this form is true and correct.
- b) I have read, understand and agree to the conditions of enrolment, as outline in the Pre-enrolment document.
- c) I will abide by the rules of AELC

Applicant's Signature

Date