



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	<input type="text"/>
University degree studied or studying	<input type="text"/>
Subjects that you Majored in?	<input type="text"/>

WORK EXPERIENCE

	EMPLOYER DETAILS	HOURS WORKED
Are you currently working?		

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	\$550.00 AUD
Internship Fee	\$1,300.00 AUD
Training Fee (Mandatory)	\$1,000.00AUD
Total Fee (GST Inclusive)	\$2,850.00AUD

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.

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

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.

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

I acknowledge that a copy of the Professional Internship Terms and Conditions has been provided to me, this document is also downloadable online at www.borchleeman.com

Applicant's signature:

Date: / / (day/month/year)