

Application Form



CapitalMandarin

| | | |
|--------------|----------------------|---------------|
| First Name | Last Name | Male / Female |
| Nationality | Date of Birth | Age |
| Address | | Degree |
| Type of Visa | City | Country |
| Landline | Cell Phone | Fax |
| E-mail | Place of Birth | Zip code |
| Occupation | Academic Institution | |

Internship Placement and Language Program

| Duration: 3 months / 6 months / 1 year | Program Dates : _____ to _____ | | | |
|---|--|----------------|------------------|-----------------|
| Accommodation: | Accommodation Dates (day before the program): to _____ | | | |
| Previous Education (If more information, please provide details on a second page) | | | | |
| Dates | Name of Educational Institution and Location (City, Country) | Specialization | Degree | Graduation Date |
| | | | | |
| Previous Work Experience (If more information, please provide details on second page) | | | | |
| Dates | Name of Company and Location (City, Country) | Position | Responsibilities | |
| | | | | |

| Previous Study or Work Abroad Experience (if any, over 2 months duration) | | | |
|--|--|---|---------------------------------------|
| Dates | Location (City, Country) | Duration | Program / Position |
| | | | |
| Internship Placement Preferences: | | | |
| <input type="checkbox"/> Banking and Finance <input type="checkbox"/> IT <input type="checkbox"/> Education <input type="checkbox"/> Business development | | <input type="checkbox"/> Marketing and Advertising <input type="checkbox"/> Travel and Tourism <input type="checkbox"/> Retail <input type="checkbox"/> Non-Profit | |
| Have you been to the People Republic of China before? YES / NO If yes, how long was your stay? | | | |
| What is your current level of Mandarin? Beginner / Elementary / Intermediate 1 / Intermediate 2 / Advanced | | | |
| Other languages studied: How did you hear about this program? | | | |
| Have you participated in another CMS Program (circle one): Spain / China / Italy / France / Germany / Japan | | | |
| Application Fee of USD\$100 Date paid: | Paid by Transfer/ Bank Check / Money Order | | Name of Bank |
| Program Fees: Bank charges to paid by the Applicant | | | Extras (nights / insurance / deposit) |

I agree that:

The above information is true and documents given in support of my Application are complete and correct.

Signature of Participant

Date

This reference is to be filled out by a person who has worked with or taught the Applicant. For example, a supervisor, teacher, work colleague or manager. The referee should not be a family member of the Applicant.

Dear Referee,

The Applicant is applying for an internship placement in our Capital Mandarin school Chinese

Language and Internship program in Beijing. Please complete the form to the best of your knowledge. In the interest of confidentiality, you may fax this form directly to Capital Mandarin school nearest office or email to info@capitalmandarin.com

Internship Applicant Name:

Referee Name:

Referee Tel No: (Work / Home / Mobile)

Email:

Address:

1. Does the Applicant have a genuine interest in living and working in China?

2. Briefly comment on the applicant suitability for this internship program.

3. How would you rate the applicant in each of the following in terms of personality and suitability for working and living in a foreign country (1 = Excellent, 2 = Good, 3 = Average, 4 = Needs Improvement, NK = Not Known):

___ Responsibility ___ Punctuality ___ Enthusiasm ___ Attitude to work ___ Sociability

___ Attitude to other cultures ___ Organization ___ Leadership ___ Communication

___ Emotional Stability ___ Academic Ability ___ Personal Grooming ___ Flexibility

4. Briefly comment on the applicant ability to adapt to a new or changing environment.

5. Are there any reasons why you feel the applicant would NOT be successful in this program?

6. To your knowledge, has the applicant suffered any significant physical or nervous difficulties that may affect him/her completing this program? If yes, please explain.

Signature of Referee