

# Internship Application

Please use all CAPS when filling out this form

<b>First Name:</b>	<b>Last Name:</b>
<b>Preferred Name:</b>	<b>Student Number:</b>
<b>Mailing Address:</b>	<b>Unit/Apt #:</b>
<b>Province:</b>	<b>Postal Code:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>

Student summer mailing address and telephone (if different):

<b>Mailing Address:</b>	<b>Unit/Apt #:</b>
<b>Province:</b>	<b>Postal Code:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>

**UTORONTO email:**  (Check email twice daily)

**Are you eligible to work in Canada?**       **yes**     **no**

**Are you studying under a study permit?**       **yes**     **no**

**Have you ever been convicted of a crime:**       **yes**     **no**

**If yes, please explain:**

**Are you studying under a study permit?**       **yes**     **no**      (If yes, please include a clear copy of the permit with your application)

**Please Note:** Some unpaid internship positions are considered "work" and undergraduate international students in these positions should abide by Citizenship and Immigration Canada's off campus work requirements. If you are an undergraduate international student you **MAY BE ELIGIBLE** to work a maximum of 20 hours during regular school sessions and full time during scheduled breaks (e.g. Reading Week). There are, however, certain conditions you must observe to work off campus. Please visit the International Education Centre (room DV2071B) for assistance before applying for a course-based work/internship placement.

# Education:

Program(s):

Credits as of May 2019:

Credits as of Sept. 2019:

Current CGPA:

List all of your 2nd, 3rd, and 4th year **Economics** courses and marks (INCLUDE courses in progress):

Course Number	Course Name	Mark %

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## Course Workload:

You will need to have **ONE** full free day September-March for a ECO400Y placement.

Please note: if you wish to pursue a placement in the Finance Industry it is highly recommended to allow **TWO** free days a week over **ONE** semester and plan your courses accordingly.

Expected graduation date:

How many courses do you plan to take (INCLUDE 1.0 for ECO400Y):

Fall 2019:

Winter 2020:

Are you applying to take a Research Opportunity Project (ROP) or any other internship course?

yes  no

UTM Faculty (provide name and contact information ONLY - do not request a reference letter)

Name of Faculty:

Courses taken with them and/or why you are naming them?

Faculty Email:

## Placement Information:

### **Career goals:**

To assist us in finding an internship placement that suits your career interests and capabilities, please take some time to consider what type of career(s) you would like to pursue. In a paragraph please describe the industry you'd like to begin your career in as well as the specific roles/tasks/responsibilities you would enjoy. Explain why this role/task/responsibility appeals to you. What type of career path will this role/task/responsibility take you towards?

### **Placement interests:**

At the end of this application you will find a list of internship placement titles, codes and descriptions. Please take some time to review these placements and then choose the **top three placements** that interest you. In the space provided below, please write one paragraph on **each** placement that you'd like to pursue and how it appeals to your interests and skill set. Describe what skills or experience you could offer to each role that you have selected. You can refer to relevant courses, work or volunteer experience that you feel best demonstrates your suitability and interest. We will be relying heavily on this description to match you with appropriate placements, so we encourage you to take some time to seriously consider this portion of the application. By far, this is the most important portion of the application. Please be sure to use the **placement codes** to indicate your top three choices.

## Personal Statement:

Explain why you are interested in applying for an economics internship; not only what skills or personal attributes you hope to develop through an internship but also what YOU have to offer a potential supervisor i.e. what particular skills, experience and personal talents would you bring to a placement? Feel free to discuss reasons behind your particular career goals/interests and don't forget to highlight what makes you stand out (i.e. particular skills, CGPA, specific courses taken etc.)

## Location:

What city will you be living in next year?

How do you plan on getting to and from your placement?  public transit  car  other

For my placement I am able to travel to (check all that apply):

Mississauga  Check Box

Hamilton  Check Box

Burlington  Check Box

Milton  Check Box

Brampton  Check Box

Downtown Toronto  Check Box

Oakville  Check Box

Other:  other

Are you available for interviews during the summer?:  yes  no

If not, please list your availability from April to August:

You have completed the application form portion of the process!

**Be sure to save a copy of this application for your files.**

Please make a conscious effort to be professional in all of your correspondence from this point onward. We are trying to encourage professional writing habits, and will not accept or respond to any written form of communication that has many spelling errors, are riddled with slang expressions, have no punctuation, or do not address the recipients in a respectful manner. The only way to address an individual is "title" and "last name" until you are invited to use a first name. If you are unsure please ask first.

We thank you for your interest in the ECO400Y Internship Course!

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. Portions of: your digital resume; information related to marks in your undergraduate courses; and your personal contact information will be shared with potential work placement supervisors, as needed for the purpose of securing a work placement. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to [www.utoronto.ca/privacy](http://www.utoronto.ca/privacy) or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.



