

## APPLICATION TO STAGIAIRES PROGRAMM WINTER 2024

Family Name: ..... First Name: .....

ZIP / City: .....

Country: .....

Use maximal 30 minutes to fill in this application form. Boxes that require an answer are marked respectively.

### EDUCATION / EXPERIENCE

City / Country of School: .....

### PRACITCAL WORK EXPERIENCE

Company / Location / Country	Duration in weeks	Position / Tasks

### LANGUAGE SKILLS

Mother Tongue .....

Further Languages	Years practise	A1	A2	B1	higher
German					
English					
French					
Italian					

Classes in  German /  English

## YOUR PERSONALITY

How do you spend your leisure time? What are your hobbies? Do you do sports?

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What are you particularly good at? Which strengths of yours would your friends mention for sure?

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What are you struggling with? Which of your weaknesses your friends would mention for sure?

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Which goals do you have for the next 5 – 10 years?

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What would you like to experience for sure in your life?

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## **YOUR WORK EXPERIENCE**

Do you have work experience in a hotel or restaurant? Describe the tasks you have done there?

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Which tasks in a hotel or restaurant do you like most (if you have no work experience in a hotel or restaurant, please write, what you think you like most)

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Why would you like to come for an internship to Switzerland?

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What do you know already about Switzerland?

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Why should we choose you and not your colleagues? What are you better in than them?

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## YOUR WORKPLACE

What do you need to feel good in the internship / at work?

At work:

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In the environment of the hotel / restaurant:

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What should your internship company know about you?

Your personality:

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Your work attitude:

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Your professional and personal goals:

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Do you have allergies or other medical challenges, we or your internship company should know?

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Do you eat vegetarian/vegan?  yes  no

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Is there anything you would like to tell us?

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## IMPORTANT INSTRUCTIONS (TERMS AND CONDITIONS)

- The cost for the participants is CHF 3'600. It is payable in three instalments to CHF 1'200 from the salary you will earn during internship. The guaranteed monthly gross salary in internship (incl. 13<sup>th</sup> salary) is CHF 3'653. In the tables on the tender document the approximate deductions are shown.
- The effective cost can vary due to local circumstances (different accommodation, number of meals in the company, etc.). SHA tries its best to not raise the total cost for the students.
- In case of discontinuation of the program, the participant is personally liable for the payment of the course fees. If the student withdraws after definitive admission, does not show up or terminates earlier, he owes SHA in addition to the school fees (if the course has been joined) an administrative penalty of CHF 500.
- All participants are insured in Switzerland by SHA and the employer against illness and accident according to Swiss legal regulations without any deductible at respective insurers. Attention: in Swiss health insurances no dental treatments are covered! We recommend making a liability insurance, to cover eventual damages a student causes.
- During the internship, students are under Swiss labour law and L-GAV for gastronomy. Beside the contractual guaranteed salary, they also get holidays and public holidays. During internship a five-day week with up to 45 hours a week (depending on the employer) is standard. The Employer has the right to require overtime and additional working days. They have to be compensated and if this is not possible, paid at the end.
- A suitable internship company is sought by SHA based on the input of the applicants and available jobs. It is not possible to offer a right to say to the students. The address of the employer will be communicated as soon as all formalities are done. Typically, this is short before the start of the program.
- SHA keeps the right, in case of insufficient skills and knowledge or deficient behaviour, to send students back at any time of the program. In such a case all services used (course) have to be paid immediately.
- With the signature of this registration the students agree that SHA processes electronically all data necessary for the program administration. SHA takes all up-to-date measures to protect data and personality of the students and commits not to forward the data elsewhere.
- Based on legal regulations the program can be cancelled, stopped or students can be put on furlough also with short time notice (e.g. limitations due to a pandemic). As SHA has no influence on such decisions, it cannot be held responsible. We try our best to support the students in such a case to find best possible solutions. If students cannot participate at the program due to legal regulations, we do not ask for a penalty.
- This is a not authorised English translation. In case of any dispute the German version of this registration form is binding.

## SIGNATURES

I hereby register for the Stagiaires-Program Winter 24 in Switzerland. This is organized by Swiss Hospitality Academy GmbH (SHA). It will take place from 8<sup>th</sup> December 2024 until 7<sup>th</sup> April 2025 (an earlier return home is not possible).

For your binding registration, please go through the following steps. This makes administration easier for us and keeps the costs for the program low:

1. Read the whole tender and also the application form in detail and ask if something is not clear.
2. Prepare all the necessary documents and scan them (ideally as pdf with maximal 1 MB per file). For the application you will need:
  - Actual CV with picture
  - Motivation Letter (1/3 to 1/2 page format A4 in German or English)
  - Application Form (print, sign and scan)
  - copy of passport or ID (if ID please front and back side in original size)
  - Copy of last school report (ideally in German or English)
  - further documents like work references, further diploma or awards, etc.
3. open [www.hospitality-academy.ch/stagiaires](http://www.hospitality-academy.ch/stagiaires) → click the link to application
4. Fill in the online application completely **until latest 20<sup>th</sup> September 2024** and upload the respective documents electronically (see above under #2).

By signing, I confirm that I have read and understood all terms and conditions on the tender documentation and this form and agree with them. Furthermore, I confirm that I will finalize the online application (as described in the grey box on the first page).

Family Name, First Name: .....

Date / Signature: .....

Consent of the legal guardians if the candidate is not yet 18 years old:

Family Name, First Name: .....

Date / Signature: .....

We confirm that the candidate is student at our school:

Date / Signature and stamp of school: .....