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SUMMER INTERNSHIPS IN GREECE 2011



Program Description

If you are 18 years plus student from a Hospitality & Catering or Tourism school or College in Europe, this is the best way to spend your summer. The vocational training (internship program) will give you an opportunity to use your theoretical knowledge of hotels in practice and get a great exposure to a new culture and environment while enjoying a working holiday.

Placements Available

There are more than 300 positions in 4* and 5* Hotels this summer available in the following departments:

Front office

Reception
Reservations
Guest Service
Porters
Bell boy
Hostess



Food&Beverage

Waiters
Waitresses
Bartenders
Room Service
Kitchen Asst.
Commis Chefs
Chef de Partie
Pastry Chefs



Housekeeping

Housekeepers
Cleaners
Laundry Asst.
Gardeners
Handyman

Spa&Entertainment

Sport Instructors
Lifeguards
Spa Staff
Animators



Application process

There are three ways to apply for an Internship.

- **Register for a Jobseeker Account at <http://www.in-careers.com>** Home page on the left side fill out the on line Application, upload your CV(Resume) and two Recent photos.
You can also attach other documents: Reference or Language Certificate, Qualification Degree or similar.
IMPORTANT NOTE: Uploading your details to our on line database is important, as it makes your Profile accessible to more than 300 registered Employers who are searching for Trainees or Employees for their Companies.

- **Send your CV, photo and other relevant documents to one of our Program Managers by e-mail: internships@in-careers.com**

With sending your details to this e-mail address, you are giving us permission to Open a Jobseeker Account and Register your details to our on line database. All the information you send, will be published and Visible to the Potential Companies/Employers.

You will receive Member ID and a Temporary password to your e-mail address so you can log in and Apply for the internship that suits you.

- **Contact the Internship Coordinator in your UNI/College, and ask if they have the Info pack for Internships from IN-CAREERS.**

We will again open a Jobseeker account and upload your details as soon as we receive them, and you will receive an automated message with your Member ID and Temporary Password.

Application review

When you apply for an Internship directly on our web site or via your Internship Coordinator there is an Application review process which can take up to 4 weeks.

- First we screen your application against the requirements and decide your suitability. If you meet the criteria you will receive a confirmation and invitation for a phone interview.
- We will also inform you if your application is unsuccessful.
- After the preliminary interview, we will compare your application with others' and a short list of the best candidates will be forwarded to the hosting company.
- The hosting company- Hotel will probably want to interview you as well
- The final decision will be made after the interview and you will be informed about the results and get full details about the Company together with your **PLACEMENT Agreement**.

What is a Placement Agreement?

You will be required to provide us and the hosting business with a placement agreement (convention de stage, Praktikumsvereinbarung, accordo di tirocinio, acuerdo de practicas) before starting your placement. A placement agreement defines your status as a trainee undertaking a placement as part of studies and states the job description and dates of the placement. It is signed by you, your university and the hosting business. Ask your placement officer for a form, most academic institutions have one. Contact us if they do not have a placement agreement form. For internships in GREECE, we will provide you with the placement agreement you would sign and give to your responsible placement teacher to sign as well.

Program Benefits

Salary

The minimum remuneration package include **300-400 EURO/per month NET** for 48 hours work/ per week.

It depends on the Host Company/Hotel and the rest of the conditions, but the salary can go up to **500 EURO/ per month.**

Food & Accommodation

The Hotel will supply the candidates with at least **2 meals per day** and suitable accommodation within the premises of the hotel. Usually there are 2-3 students sharing one room. The rooms include two single beds, bathroom & shower and sometimes a small kitchenette.

Travel Expenses

The Host Company usually provides a Return ticket. There is a limit of **250 EURO/per person** for contribution towards the travel expenses of the Students. If differently, the student will be informed about the conditions separately for each placement.

Starting & Finishing Dates

Most of the Host companies look for Trainees from the **1st of June-30th of September.**

There are always different dates available starting from April until the end of October. **The minimum duration of the Internship must be at least 3 months.**

Additional Info

Replacement- At least 2 weeks notice is required on both sides(The hotel and The candidate) in case when the parties want to terminate the engagement. The candidate will remain on their post and perform the everyday duties. They will receive full board and pocket money regularly within these ten days, until he/she is sent to a new hotel or replaced by another candidate.
You must inform the agent if you would like to change the placement or leave the employer for any reason.

Placement Fees

Administration Fee of only 50 EURO, applies after the student receives the Placement Contract signed by the Hotel.

What I am paying for?

- Phone interview with one of our Agents or Hotel HR Department if necessary
- Handling of Placement contracts and other necessary documents until you get the Placement
- Assistance with Tickets, Travel to and from Greece, useful information about opening a Bank Account, getting around etc.
- Welcome pack from the Hotel made by IN-CAREERS with everything you need to know about the Hotel, location, how to get there, Trainee program schedule etc.
- 24 hours on line assistance while you are in Greece
- assistance in finding you another Host company if the one you've been selected transpires to be unsuitable

Hotels & Locations

The Hosting Companies/Hotels are 4* and 5* Hotels recommended and checked by our company. The Host companies also could be Restaurants, Bars or Catering businesses.

Locations available this year are : Corfu, Parga, Sivota, Lefkada, Crete, Mykonos, Santorini, Rhodes, Kos, Skiathos, Alonissos etc.

For detailed info about the Host companies and Internships available you can check our Web site links:

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