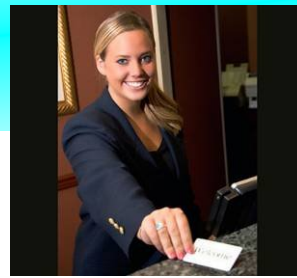




## *Hospitality Internships in Greece and Cyprus 2010*



### 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.

You can open a Jobseeker Account at <http://www.in-careers.com> Home page on the left side ( Register for FREE button) and 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.

You can send your CV, photo and other relevant documents to one of our Program Managers by e-mail: [internships@in-careers.com](mailto: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, to get an Internship application form from IN-CAREERS, or simply give your details to them.

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 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 1<sup>st</sup> of June-30<sup>th</sup> 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 ten days 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.

Service FEES- This service is FREE for Students and Graduates!

## Hotels & Locations

The Hosting Companies/Hotels we deal with are usually 4\* and 5\* Stars, but there are some very good 3\* budget hotels recommended and checked by our company.

Most common locations are the popular Greek islands like Crete, Corfu, Rhodes, then there are placements available in Cyprus, Paros, Kos, Athens etc.

Check with your INTERNSHIP COORDINATOR for a list with available positions for this season, or simply go to our Home Page and search for Internships Available.

