

# BUNAC Intern in Britain Programme Employer Application and Agreement



Please complete this form and retain a copy. The original document can be sent to the intern who will then submit it to BUNAC USA as part of the programme application. Alternatively you can send the original form to BUNAC in London and send a scanned copy to the intern to include with their application. For full details of the programme go to [www.bunac.org/usa/interninbritain](http://www.bunac.org/usa/interninbritain).

Full Name of Intern: \_\_\_\_\_

## 1. Employer details - to be completed by the employer (please print or type)

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Website: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact position: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

## 2. Internship details - to be completed by the employer (please print or type)

In addition to completing the details below please also attach a copy of the training plan.

Outline of internship role: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Objectives of internship: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills which will be developed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start date:   /   /   End date:   /   /   Hours per week: \_\_\_\_\_ (25 hrs min)

Remuneration: £ \_\_\_\_\_ per week  per month

Supervisor's name: \_\_\_\_\_

Supervisor's position: \_\_\_\_\_

Supervisor's telephone: \_\_\_\_\_

Supervisor e-mail: \_\_\_\_\_

Address of site where intern will work (if different from above)

Address: \_\_\_\_\_

\_\_\_\_\_

### 3. Employer declaration - to be completed by the employer

On behalf of the above company, I confirm the following:  
(All points must be ticked to confirm compliance)

- The internship offered is supernumerary and will not displace settled labour.
- The internship described above is a skilled position requiring a minimum qualification level of S/NVQ3.
- The salary and conditions of employment comply with National Minimum Wage and all other applicable legislation.  
(this must be confirmed even when an intern is considered a volunteer)
- The employer is a UK registered company, a UK registered charity or registered with a UK government department.
- I have discussed and agreed with the intern the nature of the placement and the level of remuneration.
- My organisation has the physical and financial resources to implement this internship throughout the period specified above.
- During the period of the internship I will not offer the intern any employment not designated above.
- I will ensure that the intern is adequately supervised during the period of the internship.
- I agree to facilitate and co-operate with a site visit by a BUNAC staff member during the internship if required by BUNAC.
- I will complete and return the post-internship assessment form provided by BUNAC.
- If the period of internship as specified above is terminated, or any other of the details above change for any reason, we will advise BUNAC immediately.
- We will report any problems with the intern to BUNAC.
- The terms of this Internship Agreement may not be abridged or otherwise altered without the express written permission of BUNAC. Any additional agreement between employer and intern may not contradict or override any of the conditions in this agreement.

I understand that BUNAC as the programme sponsor is responsible to UKBA for monitoring compliance with the Tier 5 Temporary Workers visa conditions and that BUNAC may rescind the intern's sponsorship or require modification of the internship at any time if BUNAC determines that the regulations are not being followed.

I am fully authorised to sign this Internship Agreement. I certify that the above is true and accurate and that any false or misleading statements may lead to serious consequences and penalties.

Signed: \_\_\_\_\_ Date: 

D	D	/	M	M	/	Y	Y
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Name: \_\_\_\_\_ Position: \_\_\_\_\_

BUNAC reserves the right to reject, at any stage, any application which is not deemed to be in the best interests of the programme.  
Such a decision is at BUNAC's absolute discretion.

Visas are issued at the discretion of the British Government.  
BUNAC is not responsible for any visa applications delayed or refused.

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