

Graduate Internship Scheme (GIS)

Company Job Profile

Company contribution (a calculations template is available on request)	
Preferred start date <i>Placements could be during summer period but before the end of December 2010</i>	
Additional information <i>Papers may be attached</i>	
Where did you hear about this scheme?	

Applicant's Signature:

Print Name:

Position in Organisation:

Date:

If you have any questions or would like to discuss the scheme further, please contact Samia Abdiche on 01227 782093 or e-mail sam.abdiche@canterbury.ac.uk

Please return completed form to Carol Clewlow at carol.clewlow@canterbury.ac.uk, or post to:
Hall Place Enterprise Centre,
Harbledown,
Canterbury, CT2 9AG



An opportunity for your business

Does your business employ fewer than 50 people? If so it could benefit from funding by the Higher Education Funding Council for England's (HEFCE) new Graduate Internship Scheme (GIS) at Canterbury Christ Church University. The scheme aims to help both small businesses and unemployed graduates from 2008 and 2009. Between March and December 2010, the University will contribute up to £1500 towards the cost of paying minimum wage to an eligible graduate who takes up a 13 week internship in your business, providing low-cost extra help for your business and valuable experience for a qualified person.

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What's in it for you?

- Subsidised graduate level help
- Internships are a proven, cost effective and flexible approach to providing businesses with a low-risk introduction to graduate employment without the need for long-term commitment

What's in it for graduates?

- Valuable relevant experience and contacts which could lead to future employment
- At least the minimum wage for 13 weeks

How does it work?

- Complete and return the job profile form
- Job profiles will be matched with participating graduates' profiles & CVs
- You will be sent matches that most closely meet your requirements
- You will interview and select most appropriate graduate(s) for the role
- You will sign an agreement with the University which specifies the terms and conditions including duration and payment terms
- You will invoice the University for its contribution and will pay the graduate the agreed salary
- Calculations template for your contribution and the University's is available on request.

If we cannot make a suitable match then we will keep your request on our database for future work placement opportunities, unless you ask us not to do so.

Company name and address	
Contact name	
Contact details: Address Telephone E-mail	
Number of current employees	
Company description / background:	
Job roles & responsibilities of intern: <i>The placement could be a project, a set of tasks or a job role.</i>	
Qualification, skills, qualities and expertise required?	
Location(s) of internship	
Number of working hours per week <i>Minimum 20 hours</i>	

Continued overleaf