



INTERN POSITION - FRANCE

6-MONTH INTERNSHIP

Two 6-month placements are available for students wanting to do an internship. Applicants are required to be enrolled in a full time university or college course.

Châteaux des langues has been employing student interns for its residential English language courses for over 40 years. Courses for teenagers and adults are run throughout the year and we are currently recruiting students for 2 internships of 6 months.

Please note that this **IS NOT** a teaching assistant position.

The internship is based at the 19th century Chateau de la Mazure, set in the countryside near the town of Laval (Dept.53), France.

This Intern position is a great opportunity for students who are looking to gain valuable professional experience whilst working in France. This is a varied and interesting post. English is spoken with clients but French is the company language and spoken with all staff.

Responsibilities Include

General administrative duties :

- General office work, client contact, social media management
- Assisting the administrative staff
- Assisting in the organisation of the adult residential courses.

Teenage residential courses assistance :

- Working in a small team on a rota basis to facilitate activities during the teenage residential courses; these include games, music, choreography, sketches, dance and sport, supervising mealtimes and light housekeeping duties.

Profile Required

- Native-level English speaker
- Intermediate level of French (written & spoken) with a desire to improve

Personal Qualities & Skills

- Initiative, flexibility, and ability to work as part of a team
- Enthusiastic and motivated
- Strong organisational skills
- Computer and social networking competencies

Facilities Offered to Intern

- Independent accommodation is available in Laval (approx. €250 per month), and accommodation is provided on site during teenage courses.
- Allowance (under a Convention de Stage and French legislation) of €500 minimum per month.

Dates

- End of August 2024 to mid-February 2025 or mid-February 2025 to the end of August 2025.

Telephone: +33 (0)2 43 53 55 63
recrutement@chateauxdeslangues.com
www.chateauxdeslangues.com

Please send the completed application form and your CV to:
recrutement@chateauxdeslangues.com.
Successful applicants will be contacted for a video interview (video access required).



Please attach
a recent
passport size
colour
photograph

How to Apply?

Please send this completed application form, (attaching a recent passport size colour photograph), along with the latest version of your CV to:

By email:
recrutement@chateauxdeslangues.com
(or)

By post:
Intern Position Application,
Châteaux des langues,
Chateau de la Mazure,
53260, Forcé, FRANCE.

Successful applicants will be contacted for an interview (video access required).

Application Form

INTERN POSITION

Personal information

Name: _____ Surname: _____

Address: _____

Town: _____ Post code: _____ Country: _____

Tel: _____ Mobile: _____

Email: _____

Date of Birth: _____ Nationality: _____

Town of Birth: _____ Male ☐ Female ☐

Father's Full Name: _____

Mother's Full Name: _____

Emergency Contact Name: _____

Emergency Contact Tel: _____

Student Details

University/College: _____

Address: _____

Dept Name: _____

Dept Contact: _____

Dept Tel: _____

Dept Email: _____

Course Name: _____ Year: _____

Medical History

Do you have any special medical conditions?

Yes ☐

No ☐

If yes, please specify: _____

Do you suffer from any of the following?

Diabetes ☐

Asthma ☐

Eczema ☐

Allergies ☐

Hay Fever ☐

None ☐

Allergies (please specify) _____ Other: _____

Dietary Requirements

Do you have any special dietary requirements?

Yes ☐

No ☐

Vegetarian ☐

Vegan ☐

Other: _____

Personal Insurance

INTERNS ARE COVERED BY THEIR STUDENT INSURANCE AND REQUESTED TO PRODUCE THEIR CERTIFICATE UPON ARRIVAL

The Student Travel Agency (www.statravel.co.uk) offer various policies at student discount rates.

Interests

Please state your interests, hobbies or any other general information about yourself: _____

Availability & Eligibility

I want to apply for the internship **mid-August 2024 to mid-February 2025**

☐

I want to apply for the internship **mid-February 2025 to end of August 2025**

☐

I am eligible to work under a Convention de Stage

☐

Application Form

INTERN POSITION

Cover Letter

Please give in your own words a summary of your strengths and practical abilities, together with your motivation for taking an intern position with Châteaux des langues.

Please complete this section of the form in your own handwriting:

Signature

I confirm that I am able to work under the 'student convention' (convention de stage)

Date: _____

Signature: _____

LANGUAGE, CULTURE & NETWORKING CENTER