

Invitation to Participate in the INNkeeper Internship Program

Name:		Student Number:	
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<Enter institution name> is pleased to advise you that you have achieved the required standards for inclusion in our INNkeeper Internship Program (IIP), and you are hereby invited to participate in the program.

The following establishments are participating in the IIP, and have requested placements. Please enter your three preferred choices, marked 1 through 3 in the preferences column:

Name of Establishment	Preference
1. <Enter name of establishment>	
2. <Enter name of establishment>	
3. <Enter name of establishment>	
4. <Enter name of establishment>	
5. <Enter name of establishment>	

The Director of Placements shall, as far as reasonable possible, arrange interviews with your preferred establishments.

IIP Student Disclaimer and Undertaking

I, the undersigned, hereby confirm that I have read and understand the requirements, terms and conditions and code of conduct applicable to <enter institution name>'s operational internship program (IIP), as well as the rules, regulations, code of conduct and disclaimer of the hospitality organization accepting me for the IIP, and I accept same.

I specifically confirm that neither <enter institution name> nor the Hospitality Organization shall be liable for any loss, damages or injury of whether nature, actual or consequential, howsoever caused, which I may suffer as a result of my participation in the IIP, and I specifically indemnify <enter institution name> and the Hospitality Organization against any claims whatsoever, arising from my participation in the IIP.

I hereby undertake to:

- Complete the full term of my internship with the placement organization.
- Submit my Student Internship Logbook to <enter institution name> as and when requested.
- Submit the Organization Certificate to <enter institution name> upon completion of the internship term.
- Fulfill all the duties and responsibilities entrusted to me by the Hospitality Organization with care, diligence and professionalism.
- Observe and comply with all the rules, regulations and code of conduct of <enter institution name> and the Hospitality Organization.
- Receive and keep all information acquired from the Organization in strict and utmost confidence.
- Be punctual in arriving for my shift duties and fulfill the duties graciously and with a positive attitude, presenting my best behavior at all times.

Signed at	on the	day of	2012.
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Student signature:>		Placement Officer signature:>	
Name:>		Name:>	