**DIVISION OF TROPICAL ENVIRONMENTS AND SOCIETIES**

**WIL Prep Form**

Use this form in gathering required information for transposing into InPlace.

The layout below is a similar view to that in InPlace.

**Note:** “Agency” refers to the host organisation/business. “Agency Contact” refers to the workplace supervisor

Agency Details

Agency Name ……………………………………………………………………………………………………………

Agency ABN ……………………………………………………………………………………………………………

Agency Address

Country: ……………………………………………………………………………………………………………

Apartment/Unit number ……………………………………………………………………………………………………………

Street Number and Name ……………………………………………………………………………………………………………

Suburb ……………………………………………………………………………………………………………

State ……………………………………………………………………………………………………………

Postcode ……………………………………………………………………………………………………………

Agency Contact Details

Given Name ……………………………………………………………………………………………………………

Surname ……………………………………………………………………………………………………………

Business Phone ……………………………………………………………………………………………………………

Business Email ……………………………………………………………………………………………………………

Ensure you also have the following documentation:

* **Position** Description if applying for **BU3101 Professional Internship**
* **Project** Description if applying for **BU3103 Independent Project**
* Cover Letter
* CV/Resume

Electronic versions can be uploaded directly into InPlace

*Transpose this information into InPlace to formally apply for an internship*