

Internship Application Form

General contact details

Name			
Telephone			
WhatsApp			
Email Address			
Address			
Nationality		Gender	
Date of Birth		Age	
Period Of Proposed Internship	<p>Internships at Asia Centre are on a full-time basis Monday to Friday, 8:30 AM to 5:30 PM, and two Saturdays per month from 8:30 AM to 12:30 PM. The scheduled working Saturdays will be announced in advance on an annual basis. A minimum commitment of 3 months is required but 6 months is preferred.</p>		
	Start Date (dd/mm/yy)		
	End Date (dd/mm/yy)		
Are you currently applying for internships with other organisations? Applicants who apply solely only to Asia Centre will receive priority consideration and placement.			

Successful applicants are expected to be onsite, available full-time, not engaged in other activities and committed to the entire duration of the internship period. Once the start and end dates are agreed upon, the duration of the internship is non-negotiable.

☐ I have read and acknowledge the above.

Passport Details

Full name as in Passport if different from above)			
Passport No		Date Issued	
Place Issued		Date of Expiry	
Visa Status		Visa Date of Expiry	

Emergency Contact

Name	
Telephone	
Relationship	

Motivation, Experience and Study

As described on the website, we offer an integrated internship program. However, there are 5 focus areas in which our interns will contribute to our work. We would define your tasks and responsibilities based on your preferences, strengths and skills. Please highlight your skills and experience for the type of focus areas you are interested in. Please rank your focus areas in order of preference (1=most preferable to 5=least preferred). Working experience and skills are only required for your first three preferred focus areas.

Skills and experience

Focus area	Ranking	Working/Extracurr. experience	Skills
Communications and Media (Incl. social media)			<i>Type of social media you are familiar with and tangible working experience and achievements.</i>
Digital Design			<i>Include the type of software you are familiar with (e.g. wordpress, video-editing, canva etc)</i>
Event Promotion and Management			
Research and Drafting			<i>Research skills outside of study, extracurr. Can be mentioned.</i>
Partnership Development			<i>E.g. sales, relationship management or fund raising experience.</i>

Please provide a short description of the motivation for your application. What do you hope to get out of this internship? (You can include in what focus areas you are interested, see website for various focus areas)

Study obligations during internship

Please note down below if the background of your studies is related to your studies and what type of obligations you would need to fulfill when you are with the Centre. That can be a thesis for example, or specific courses/classes you still need to follow or a graduation event. Also, please note the obligations to fulfil for Asia Centre, such as reports that will need to be filled out, performance monitoring, meetings with university thesis supervisors etc.

If you will be placed in our internship program, will you have study obligations during that time? If yes, please explain.	
If your internship is an obligation as part of your study, please indicate what types of documents and/or reports Asia Centre would need to contribute to? Eg. (forms to be completed, meetings, etc)	

Language Proficiency

Proficiency in English	Beginner	Intermediate	Advanced		Other Languages Known
Written					
Spoken					
Comprehension					

Expenses

The internship is non-remunerated. The application has to ensure he or she has sufficient funds and support for travel, visas, accommodation, living expenses, or any fees.

☐ I have read and acknowledge the above.

I certify that the information above is true, complete and correct to the best of my knowledge and belief.

Signature:

Date: