**Internship Application Form**

**General contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Telephone |  | | |
| Address |  | | |
| Email Address |  | | |
| Nationality |  | Gender |  |
| Date of Birth |  | Age |  |
| Period Of Proposed Internship | Internships at Asia Centre are on a full time basis. Mon- Fri (8.30 am -5.30 pm).  A minimum commitment of 3 months is required but 6 months is preferred. | | |
| 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. | |  | |

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) |  |  | *Type of social media you are familiar with and tangible working experience and achievements.* |
| Digital Design |  |  | *Include the type of software you are familiar with (e.g. wordpress, video-editing, canva etc)* |
| Event Promotion and Management |  |  |  |
| Research and Drafting |  |  | *Research skills outside of study, extracurr. Can be mentioned.* |
| Partnership Development |  |  | *E.g. sales, relationship management or fund raising experience.* |

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)

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**Study obligations during internship**

Please note down what type of study obligations you would need to fulfil when you are with the Centre. This can be a thesis for example, or specific study related you still need to follow or a graduation event. Also, please note the obligations Asia Centre has to fulfil, 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, and living expenses. |
| 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: