

INTERNSHIP APPLICATION FORM

Please type or write legibly in dark ink.

SURNAME: _____ FIRST NAME: _____

SEX: _____ DATE OF BIRTH: (____/____/____) CITIZENSHIP: _____

PERMANENT ADDRESS:

CURRENT ADDRESS (if different from above):

TELEPHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

E-MAIL: _____

LANGUAGES:

MOTHER TONGUE: _____

OTHER LANGUAGES: Please in each case indicate whether you have written (W), spoken (S) or reading (R) capabilities in each language listed.

LANGUAGE	FLUENT	WORKING KNOWLEDGE	BASIC KNOWLEDGE

PUBLICATIONS:

ADVANCED STUDIES:

NAME AND LOCATION OF INSTITUTION	DATES ATTENDED	DEGREE OBTAINED	AREA OF STUDY

SCHOLARSHIPS:

RELEVANT EMPLOYMENT:

Please list any recent employment that would be relevant to your work at PGC. Please include volunteer experience if applicable.

NAME AND LOCATION OF ORGANISATION	JOB TITLE AND RESPONSIBILITIES	DATES EMPLOYED

COMPUTER SKILLS:

Please list the computer software programmes with which you have worked in the past and your word processing speed per minute:

PROPOSED DATES FOR INTERNSHIP:

Please provide details on the first date that you would be available to begin an internship and the preferred completion date of the internship.

AREAS OF INTEREST: (You may skip this if you are submitting a project proposal)

In order to ensure the best possible work experience for your internship at PGC, please give details on the areas of PGC's work that are of most interest to you.

Please briefly explain what you hope to gain from taking up an internship at PGC

Please indicate how you first came to know about PGC and about this internship programme:

REFERENCES:

Please provide the names, addresses (especially e-mail address if possible) and business or occupation of two employment or academic referees. Please also indicate the length of time and capacity in which you are known to them.

1 _____

2 _____

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge.

SIGNATURE

DATE

Please return the completed application form to PGC by email info@pgc.com.my Attention: Internship Programme.