

CSPS INTERNSHIP PROGRAMME APPLICATION FORM

1. Name:

2. Gender:

3. Marital Status:

4. Date of Birth
Day/month/year

5. Place of Birth:

6. Nationality:

7. Permanent Address:

8. Present Address:

Telephone No.:

Telephone No.:

Fax No.:

Fax No.:

e-mail Address:

9. In case of emergency, notify:

Name:

Address:

Telephone No.:

10. Knowledge of Languages

Language	Fluent	Good	Average	Poor
Malay				
English				
Other:(Please specify)				

11. Word Processing/Computer skills:

Yes

No

12. Higher Education (College/University)				
Institution Name, Place and Country	Attended from/to		Degrees	Major Subjects of Study
	Mo./Year	Mo./Year	Obtained	
13. Employment: Please describe any previous practical experience you may have had, giving details of your duties. Use an additional sheet if necessary.				
14. Career Plans:				
15. Other Relevant Information:				
a) Scholarships or academic distinction:				
b) Publications (if any):				

16. Internship Period:
Please indicate your availability for Internship (periods of up to a maximum of six months)

17. Kindly state what you would like to achieve/ gain after completing this Internship Programme.

18. Preferred Work Assignment:
Please indicate the areas in which you would like to be considered for an internship.

- Research Administration & Finance Management Information System (IT)

19. References:
Please list three persons not related to you, who are familiar with your character and qualifications:

Full name and title	Address	Business or occupation

20. I certify that the foregoing statements and answers are true, complete and correct to the best of my Knowledge and belief.

Signature: _____ Date: _____

This duly completed application and accompanying documents must be forwarded IN DUPLICATE to the Corporate Affairs Division, Centre for Strategic & Policy Studies (CSPS) or fax to +673 2445821.

Applications should be received by this Section before the proposed date of commencement of the requested internship. Late or incomplete applications will not be considered.

**CONDITIONS GOVERNING THE CENTRE FOR STRATEGIC AND POLICY STUDIES
(CSPS) INTERNSHIP PROGRAMME**

1. I accept the internship which has been awarded to me by the Centre for Strategic and Policy Studies (CSPS) and is aware of the following:
 - a) That the Centre will not pay me for my internship and that all the expenses connected with it must be borne by me;
 - b) That the Centre accepts no responsibility for costs arising from accidents and/or illness incurred during my internship.
 - c) That I am not eligible to apply for, or be appointed to, positions at the Centre during the period of my internship
 - d) That a certificate of internship will be issued by the Corporate Affairs Division once the conditions in paragraph No. 2 (e) are met.

2. I undertake the following obligations with respect to the Centre for Strategic and Policy Studies (CSPS) Studies (CSPS):
 - a) To conduct myself at all times in a manner compatible with my responsibilities;
 - b) To keep confidential any and all unpublished information made know to me by the accepting Division during the course of my internship and not to publish any reports or papers on the basis of information obtained during the programme
 - c) To abide by CSPS Staff Rules & Regulations;
 - d) To provide written notice in case of illness or other unavoidable circumstance which might prevent me from completing the internship;
 - e) To return the Centre's properties and documents in my possession on the last day of my internship. To return any equipment - made available to me during my internship - to my supervisor, on the last day of my internship.

DATE

NAME OF INTERN

SIGNATURE

This form should be signed in duplicate. The original will be retained by the Corporate Affairs Division while the copy will be retained by the Intern.