**Internship Application Form**

**(Bangkok Office)**

**Photo (optional)**

**Personal Data**

|  |  |
| --- | --- |
| **First Name(s)** *(underline the one normally used)***Maiden name** *(if any)* | **Last Name/Surname *( in Capital Letters)*****(Mr./Ms.)** |
| **Year of Birth** | **Nationality(ies)** *(Present/Previous)* |
| **Permanent Address** | **Correspondence Address** *( if different)* |
| **Phone Number** | **Email Address / Skype ID** |
| **Mobile Number** |

**Choices of Internships *(choose ONLY one area of preference)***

|  |
| --- |
| **FORUM-ASIA Programmes**  ⃞ East Asia Programme ⃞ South Asia Programme ⃞ Human Rights Defenders (HRD) Programme  ⃞ United Nations Advocacy Programme ⃞ Information, Communication and Publication (ICP) Programme   |

**Terms of Internships** *(choose ONLY one of below)*

|  |
| --- |
| ***6-month Internship:***⃞***Other*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****For any other period of time, please write to consult us, we may accept intern(s) outside the proposed terms above.*** |

**Education and Training***(University Degree, Postgraduate Studies, Language or IT Courses, Specific Skills Workshops/Diploma)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name/Address of Institution or Course Provider** | **Details of Course****Attended** | **Qualifications****Gained** |
| **From:** **To:** |  |  |  |
| **From:** **To:** |  |  |  |

**Publication(s)***(if any)*

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|  |

**Professional Experience**

*(Starting with the most recent, list IN REVERSE ORDER. Please describe any previous experience (including Internships) you have had, giving full details of your duties)*

|  |
| --- |
| **Exact Title of Your Position** |
| **Organization’s name** | **From:****To:**  |
| **Organization’s address** | **Name/Position of Supervisor****Contact Details** |
| **Brief Description of Your Duties** |

|  |
| --- |
| **Exact Title of Your Position** |
| **Organization’s name** | **From:****To:**  |
| **Organization’s address** | **Name/Position of Supervisor****Contact Details** |
| **Brief Description of Your Duties** |

***If you do not have enough space in above sections, please continue on a separate sheet of paper or copy and paste the columns to fill in the details as indicated.***

**Languages Skills***(Please indicate mother tongue and level of proficiency: Fluent, Good, Intermediate, Basic)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Understand** | **Read** | **Write** | **Speak** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**IT skills***(Please indicate level of expertise or specific system(s))*

|  |  |
| --- | --- |
| **MS-Word**  |  |
| **MS-Excel** |  |
| **MS-PowerPoint** |  |
| **Website Design** |  |
| **Graphic Design** |  |
| **Website Programming** |  |
| **Knowledge of Database** |  |
| **Other *(Please specify)*:**  |

**References**

|  |  |
| --- | --- |
| **Name/Title of Reference****Relationship with the reference (current employer)** | **Name of Reference****Relationship with the reference (current employer)** |
| **Contact Address** | **Contact Address** |
| **Phone Number** | **Phone Number** |
| **Email Address** | **Email Address** |
| **When may we contact the person?** **(Before or after short-listing)** | **When may we contact the person?** **(Before or after short-listing)** |

**Other Information**

|  |
| --- |
| *Please tell us more about yourself (e.g. hobbies and participation in social activities) and relate also your working or extra-curricular experience to the job descriptions. Moreover, tell us how your abilities fit into our requirements and why are you interested in this internship.* |

**Please return complete form to**

**internship@forum-asia.org**

**Asian Forum for Human Rights and Development (FORUM-ASIA)**