

## Application Form For Internship Programme for 2012

**Instructions:**

Before completing the form, please read the information package carefully. Information package can be downloaded from the HCC website <http://www.hcc.sg/Outreach-Programmes/Internship>. The application period is from **16 December 2011 to 31 January 2012.**

<b>1 Applicant's Personal Details</b>	
Full Name (please <u>underline</u> your family name)	
Date of Birth	Nationality
Residential Address	
Gender	
Contact No. (please include your country code and area code)	Email Address

<b>2 Education Qualification (with the most recent first)</b>			
<i>Please provide copies of your academic records and course outline (If you are currently studying)</i>			
Degree / Qualification Awarded	Major	Institution	Period of Study

**English Language Ability (please tick the appropriate box)**

	Fluently	Adequately	Poorly
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other Languages (Written or Spoken)**

- a. Language: \_\_\_\_\_
- b. Language: \_\_\_\_\_
- c. Language: \_\_\_\_\_

**Other Skills (e.g computer, software, handicraft etc)**

a. _____	d. _____
b. _____	e. _____
c. _____	f. _____

<b>3 Work Experience (with most recent first)</b>	
<i>You may also attach a copy of your curriculum vitae.</i>	
Name and Address of Company	
Job Title	Period
Role of Responsibilities	
Name of Immediate Supervisor, Contact No. & Email Address	
Name and Address of Company	
Job Title	Period
Role of Responsibilities	
Name of Immediate Supervisor, Contact No. & Email Address	
Name and Address of Company	
Job Title	Period
Role of Responsibilities	
Name of Immediate Supervisor, Contact No. & Email Address	

**4 Internship Request**

Period of Internship (*a minimum of 6 weeks is required*)

Area of Specialization

(Please tick one area of specialisation that you wish to be attached to and indicate the period of internship)

	Period of Internship	
	(dd/mm/yy)	(dd/mm/yy)
Papers Conservation <input type="checkbox"/>	_____	to _____
Paintings Conservation <input type="checkbox"/>	_____	to _____
Objects Conservation <input type="checkbox"/>	_____	to _____
Textiles Conservation <input type="checkbox"/>	_____	to _____

Additional Information to be provided:-

- Letter of Intent

**5 References**

(please provide the Letter of Recommendation from the 2 references. At least one of them has to be a professional reference)

Reference 1

Name

Your connection with this person

Name of Company / Institution

Contact No.

Email Address

Reference 2

Name

Your connection with this person

Name of Company / Institution

Contact No.

Email Address

**6 Acknowledgement**

I declare that all the information given in this application form is true and correct. I understand that any misrepresentation or omission of information may result in the disqualification of my application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date