

Application Form For Internship Programme for Year 2010

Instructions:

Before completing the form, please read the Information Package carefully. The Information Package can be downloaded from the HCC website at <http://www.hcc.sg/outreach/internships>. The application period of internship programme in Year 2010 starts from **30 October 2009 to 29 January 2010**.

PART 1 Applicant's Personal Details	
Full Name (please <u>underline</u> your family name)	
Date of Birth	Nationality
Residential Address	
Contact Number (please include your country code and area code)	Email Address

PART 2 Education Qualification (with the most recent first)			
<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. _____

PART 3 Work Experience (with most recent first)	
<i>You may either complete the fields in this Part or 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	

PART 4 Internship Request

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

Area of Specialization

(Please tick the area of specialisation that you wish to be attached to and indicate the period of time in each specialization if you wish to be attached to more than one area.)

Period of Internship

Paintings Conservation	<input type="checkbox"/>	_____
Papers Conservation	<input type="checkbox"/>	_____
Objects Conservation	<input type="checkbox"/>	_____
Textiles Conservation	<input type="checkbox"/>	_____

Additional Information to be provided:-

- Letter of Intent

PART 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 Number

Email Address

Reference 2

Name

Your connection with this person

Name of Company / Institution

Contact Number

Email Address

PART 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