

**For official Use**

**INTERNSHIP APPLICATION FORM**

1. **Personal Information**

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Identification Card/Passport No. |  |
| Nationality |  |
| Gender |  |
| Phone Number |  |
| Permanent Home Address |  |
| Present Address |  |
| Email Address |  |
| In case of emergency, notify | Name:  Relationship:  Phone No.: |

Insurance: I hereby confirm that I hold a health/accident insurance policy with (attach copy)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiry date of policy:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted, fined or imprisoned for the violation of any law (excluding traffic violations)?

Yes No

1. **Education background**

Higher Education (College and/or University or equivalent)

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Years attended (From/To)** | **Degree/Diploma expected/obtained** | **Major subjects of study** |
|  |  |  |  |
|  |  |  |  |

**Knowledge of Languages**

Please list all languages that you can speak, read or write and identify your skill level for each (easily or not easily)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speak** | **Read** | **Write** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**Additional Skills**

|  |  |
| --- | --- |
| Computer Skills |  |
| Other skills *(please specify)* |  |

1. **Internship Information**

Internship terms are flexible, but a 3 month minimum commitment is preferred. Please indicate your availability.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **From** | **To** | **Duration (weeks/months)** |
| Date |  |  |  |

**Areas of interest**

Please indicate your three preferences (1st, 2nd & 3rd) of areas of interest for internship in Sarawak Tourism Board.

|  |  |
| --- | --- |
| **Areas** | **Preference** |
| Marketing |  |
| Communications (Media, Advertising) |  |
| Information Technology |  |
| Event Management |  |

1. **STATEMENT OF PURPOSE**

Please explain why you wish to undertake an internship at Sarawak Tourism Board and what you expect to achieve. *(Attachment if necessary)*

----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. **STATEMENT OF UNDERSTANDING & AGREEMENT TO THE CONDITIONS OF THE INTERNSHIP**

I understand that, should I be accepted as an intern at Sarawak Tourism Board, the following conditions will apply:

1. **Status**. While at Sarawak Tourism Board, I will not be considered as official or staff of the Board. I shall be subject to all the rules and policies of the Board.
2. **Financial Support**. I will not be paid a salary by the Board but may receive a modest monthly stipend. I am personally responsible for all of my visa, travel and living expenses during my internship with the Board, including my travel costs from and to my home/country (if applicable), and the cost of my accommodation, meals, and other living expenses during the internship.
3. **Travel.** I am responsible for arranging my travel to Sarawak, Malaysia. The Board will not be responsible for reimbursing any travel or other costs incurred if I do not attend the program for any reason, or the costs that may be incurred if the program is terminated early with respect to any reason caused by me.
4. **Medical/Health/Travel Insurance.** The Board accepts no responsibility for costs arising from illness or accidents which occur during the internship. I will therefore have in place adequate medical/health/travel insurance to cover such events, should they happen.
5. **Visa**. Sarawak Tourism Board will issue a letter confirming my acceptance as an Intern and the conditions governing my internship so that I can obtain a visa for my internship. However, I am personally responsible for obtaining the visa that is required for the purpose of internship at the Board.
6. **Confidentiality**. As an intern, I will respect the confidentiality of information that I collect and/or am exposed to at Sarawak Tourism Board. No reports, papers, internal documents or information of any kind obtained from Sarawak Tourism Board may be published or shared externally without the explicit written authorization of Sarawak Tourism Board.
7. **Assignment Reports.** I must submit my assignment reports two (2) weeks prior to the end of the internship.
8. **Internship Program Evaluation Form**. I must submit the internship program evaluation form one (1) week prior to the end of the internship.
9. **DECLARATION**

By signing this form, I certify that the information contained in this form is true and complete to the best of my knowledge. I accept Sarawak Tourism Board’s terms and conditions for the Internship Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s Signature

Date:

As the Supervisor of the above intern, I certify that the information given by the intern is correct and true.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern’s Supervisor:

Position:

Date: University Stamp:

**[Disclaimer: Filling this form does not constitute confirmation of internship. Sarawak Tourism Board will not be responsible for misinformation or misunderstanding arising from parties filling this form].**

Students who are interested in doing an internship at Sarawak Tourism Board must submit this application form and attach up-to-date curriculum vitae.

Before you submit this application, please make sure that you have:

1. Fill in all the required information.
2. Attach up-to-date curriculum vitae.
3. Sign the application form.

This form can be returned to Sarawak Tourism Board via:

Email: [stb@sarawaktourism.com](mailto:stb@sarawaktourism.com)

Fax: 6 082-416701

Post: Sarawak Tourism Board

5th Floor, Bangunan Yayasan Sarawak

93400 Kuching

Sarawak, Malaysia.