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|  | **Asia-Pacific Economic Cooperation****Secretariat**35 Heng Mui Keng Terrace Singapore 119616Telephone: (65) 6891 9600 Facsimile: (65) 6891 9690 E-mail: admin-recruit@apec.org Website: www.apec.org**APEC Secretariat Internship Framework Application Form[[1]](#footnote-1)\*** |

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| **I. PERSONAL DATA** |
| **1. Family name (surname):**      | **2. Given name:**      |
| **3. Gender (please select from list):** | **4. Date of birth (dd/mm/yy):**      | **5. City/country of Birth:**      | **6. Present nationality:**      |
| **7. Nationality at birth:**      | **8. Present address:**      |
| **8A. Telephone number:**      | **8B. Fax number:**      | **8C. E-mail address:**      |
| **9. Permanent address**:           |
| **In case of emergency, please notify:** |
| **10. Family name (surname):**      | **11. Given name:**      |
| **12. Relationship to applicant:**      | **13. Address/telephone:**      |
| **II. EDUCATION, EMPLOYMENT AND PERSONAL SKILLS INFORMATION** |
| **Higher education (college/university):****Clearly** state the title of the degree(s), the exact starting date and the date when the degree of the current program enrollment (‘education to be completed’) will be obtained. Proof of enrollment in a second university level program (for instance a master’s degree program) or higher education (for instance a Ph.D. program) during the requested internship period may be required at a later stage in the selection process. |
| **14. Current education:** |
| InstitutionName, city, country | Attended | Degrees obtained | Major subjects of study |
|  | From (mm/yy) | To (mm/yy) |  |  |
|       |       |       |       |       |
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|       |       |       |       |       |
| **15. Completed education:** |  |  |  |  |
|       |       |       |       |       |
|       |       |       |       |       |
| **16. Computer skills:** | [ ]  Word processing | [ ]  Internet research | [ ]  Spreadsheet | [ ]  Database |
|  | [ ]  Internet authoring | [ ]  Others: |  |  |
| **17. Publications (if any):**           |
| **18. Knowledge of languages:** | Literacy | Written | Spoken |
|  | Fluent | Good | Fair | Fluent | Good | Fair | Fluent | Good | Fair |
| Mother tongue (please specify):       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| English: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Others (please specify):      | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **19 Scholarships/awards:**           |
| **20. Career plans:**           |
| **III. INTERNSHIP INFORMATION** |
| **21. Preferred work assignment:**Please indicate by numbering in the order of preference three (3) main areas in which you would like to be considered for an internship.      Administration       Communications and public affairs      Economic research       Financial management       Information technology       Project management      Public information/journalism |
| **22. Please indicate in order of preference your availability for the internship:**Please indicate by numbering in the order of preference. With ‘1’ as the most preferred choice and ‘4’ as the least preferred. **3 month internship**   January to March April to June July to September October to December **6 month internship**  January to June July to December |
| **23. Other relevant information:** Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, please explain and attach the release document from the authorities. |  *(Please select accordingly))* |
| **24. Please provide contact details of three referees. One of whom should be an academic; and the other personal:**(a) Full name (underline surname):     Relationship to applicant:      Mailing address:      Telephone number:       Email address:      (b) Full name (underline surname):     Relationship to applicant:      Mailing address:       Telephone number:       Email address:       (c) Full name (underline surname):      Relationship to applicant:       Mailing address:       Telephone number:       Email address:        |

25. I hereby certify that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief and can be verified at any time.

|  |  |  |
| --- | --- | --- |
| Signature of applicant |  | Date (dd/mm/yyyy) |

Before sending this application, please use the following checklist to verify whether you have followed all the necessary steps:

1. All questions in the form have been answered
2. Your curriculum vitae is attached.
3. A letter stating your interest in obtaining the internship is attached.
4. You have signed the form (on item no. 25)
1. \* Please type in English. Applications should be submitted by mail, email or fax. [↑](#footnote-ref-1)