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

Please tick (✓) an option:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Remote Internship**  **\*This option applies only to applicants outside of Singapore.** |  |  | **In-Person Internship** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **I. PERSONAL DATA** | | | | | | |
| **1. Family name (surname):** | | | **2. Given name:** | | | |
| **3. Nationality** | | | **4. Mobile number / Email** | | | |
| **5. Address**: | | | | | | |
| **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. | | | | | | |
| **6. Education (Most Current):** | | | | | | |
| Institution  Name, city, country | | Attended | | | Degrees obtained | Major subjects of study |
|  | | From (mm/yy) | | To (mm/yy) |  |  |
|  | |  | |  |  |  |
|  | |  | |  |  |  |
| **7. Completed education:** | |  | |  |  |  |
|  | |  | |  |  |  |
|  | |  | |  |  |  |
| **8. Computer skills:** | MS Office | | Internet research / Authoring | | Database | Others: |
| Programing Language | Pls specify: | |  | |  |  |
| **9. Publications (if any):** | | | | | | |
| **10. Scholarships/awards:** | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **11. Knowledge of languages:** | Literacy | | | Written | | | | Spoken | | |
|  | Fluent | Good | Fair | Fluent | | Good | Fair | Fluent | Good | Fair |
| Mother tongue (please specify): |  |  |  |  | |  |  |  |  |  |
| English: |  |  |  |  | |  |  |  |  |  |
| Others (please specify): |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |
| **12. Career plans:** | | | | | | | | | | |
| **III. INTERNSHIP INFORMATION** | | | | | | | | | | |
| **13. 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       Human Resources | | | | | | | | | | |
| **14. 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.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **(a) 3 month or less internship**   |  |  | | --- | --- | |  | January to March | |  | April to June | |  | July to September | |  | October to December | | **(b) 6 month internship**   |  |  | | --- | --- | |  | January to June | |  | July to December | |  | Others: | | | | | | | | | | | | |
| **15. 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. | | | Yes  No | |  | | | | | |
| **16. Please provide contact details of three referees. One of whom should be an academic; and the others personal:**   |  |  |  |  | | --- | --- | --- | --- | | Full Name (Underline Surname) | Relationship to Applicant | Mobile Number | Email Address | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | | |

17. 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.

18. By giving your consent, you agree to your data being used for recruitment and employment purposes. In order to maximize your opportunities to work with APEC Secretariat, you are encouraged to keep the information provided to us, up to date at all times. You are responsible for ensuring that the personal data is correct and true.

I hereby give consent to my data provided in this application being collected, used and processed for the purpose of internship, recruitment and employment and I hereby give my consent to the company to check my employment records with my school, previous employers if required. I am aware that any false or misleading statements made by me will be cause for dismissal if employed.

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Name / Signature of applicant Date (dd/mm/yyyy)

**Notes**

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

1. All questions in the form have been answered
2. Your curriculum vitae is attached.
3. A cover letter stating your interest and why you are seeking remote internship with APEC Secretariat.
4. You have agreed and signed the form (on item no. 17 and 18)

**Reference and Forms:**

APEC Secretariat Remote Internship Program (ASRIP)

Annex A APEC Secretariat Undertaking By Remote Intern

HRf\_001\_ASIP Internship Program Application Form

Annex B Remote Intern Feedback Form

Annex C Evaluation of the Intern

Annex D Intern Attendance sheet template

Annex E Job Description\_Intern

1. [↑](#endnote-ref-1)