

Title: Internship Application Form	Original Issuance Date: 1 Sep 2022	Document No: HR-FOR-006	
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Internship Application Form

APEC Secretariat's internship program aims to provide students with the opportunity to work in an International Organization, within a multicultural environment and to interact with/ learn from experienced professionals and diplomats. To read more about APEC, please click [here](#).

Applicants will need to be a citizen of an APEC member economy ([please refer to the APEC website for information on APEC member economies](#)) to be eligible for the internship.

Section A: Personal Information

Name: (as shown in passport and please underline your first name)	
Email:	
Citizenship:	
Current Country of Residence:	

Section B: Education and Personal Skills Information

Please indicate your education history from secondary school/ grade 9 onwards. Start with your most recent education, and attach a copy of your latest results.

Institution Name, city, country	Attended (mm/yy)		Certifications obtained	Majored in (if any)
	From	To		

List down top 3 technical skills (if any) (e.g. Copilot, Adobe Design, Coding, Microsoft Word, Microsoft Excel).

Skill	Skill Level (Basic/ Advanced)	Elaborate with use cases

Section C: Internship Information

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Preferred Internship	Remote only/ In-person only/ No preference
Preferred Unit Assignment (1 st Choice)	Communications & Public Affairs Unit/ Finance Unit/ Human Resources Unit/ Project Management Unit/ Others
Preferred Unit Assignment (2 nd Choice)	Communications & Public Affairs Unit/ Finance Unit/ Human Resources Unit/ Project Management Unit/ Others
Availability duration <i>Minimum for remote internships: 4 weeks</i> <i>Minimum for in-person internships: 10 weeks</i>	
Is there a minimum internship period requirement? If yes, how long?	
Are you receiving any sponsorship from your institution for this internship?	Yes/ No

Please list 2 references. There should be at least 1 academic reference.

Name (<i>please underline last name</i>)	Relationship	Email

Section D: Other Information

<p>Have you ever been:</p> <ul style="list-style-type: none"> - Arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any laws (excluding minor traffic violations)? - Subjected to any disciplinary proceedings? <p>If yes, please elaborate.</p>	
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Section E: Declaration and Acknowledgement

- ☐ By submitting this application form to APEC Secretariat, I declare that all the information provided above is complete and accurate.
- ☐ I have submitted my cover letter and CV, together with this application form.

<p>Signature (Please affix digital signature)</p>	
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