

SAARC Internship Programme



SAARC SECRETARIAT
KATHMANDU

For official use only

Application No.:	Date received -----
Internship period:	From:----- To:-----
Area of interest:	
Reasons, if rejected:	

One passport size photo attested by responsible state authority or principal of institution which you last attended

APPLICATION FORM

I. PERSONAL DATA

All columns are required to be filled in

1. Family Name (surname)		2. First name (given name)	
3. Gender	4. Date of birth (dd/mm/yy)	5. City/Country of birth	6. Nationality
7. Postal address			
8. (a) Tel. No.		(b) Fax No.	(c) E-mail:
9. Permanent address			
<u>Parent's particulars</u>			
10. Father's name		11. Father's nationality	
12. Mother's name		13. Mother's nationality	

II. EDUCATION, EMPLOYMENT EXPERIENCE AND RESEARCH INFORMATION

14. Current Education				
Institution Name, City, Country	Attended		Degrees obtained	Major subjects of study
	from (m/y)	to (m/y)		
15. Education Completed				
16. Work Experience				
Name of agency/organisation	Exact title of position	Years of service		
		from (m/y)	to (m/y)	
17. Computer skills				
18. Publications (if any)				
19. Language knowledge	Read	Write	Speak	
Mother tongue				
20. Scholarships/Awards received (if any)				
21. Career Plans				

III. INTERNSHIP INFORMATION

22. **Preferred work assignment:** Please indicate three main areas by numbering (eg i, ii, iii) in the order to preference in which you would like to focus your study during the internship:

Developmental issues including Poverty Alleviation, Environment, and Science and Technology

Economic cooperation

Social Agenda of SAARC

Information and Communications

Human Resources Development

Legal issues

Overall regional cooperation

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the Programme for which I seek Internship Programme at SAARC. I fulfil the minimum eligibility conditions and have adequate competence in English. In this regard I have provided the necessary information and documentary evidence to support my claim. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by SAARC at any time.

Signature of applicant: _____ Date: / /

Signature of parents/heads of institutions *(in case of students)*: _____ Date: / /

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

- i. All requirements met as per the guidelines;*
- ii. All questions in the form have been answered;*
- iii. A curriculum vitae and short written essay of 500 words stating your interest in obtaining the internship are attached to the application (not applicable to students);*
- iv. One passport size photo (not older than six months) is attached;*
- v. The form has been signed by the applicant; and*
- vi. Sponsorship guarantee letter from parent/head of institution has been attached.*