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| [C:\Users\Minseon Kim\Pictures\2012 EAAFP Logo IllustratorCS3\2012 EAAFP Logo WORD.png](http://www.eaaflyway.net/index.php) | ***East Asian – Australasian Flyway Partnership***  Internship Application Form |

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| INSTRUCTIONS  Please provide a cover letter, a CV and the Statement along with your completed Internship Application form. Please answer each question clearly and completely. Read carefully and follow all directions. TYPE OR PRINT IN INK. | Please do not write in this space |

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| 1. | POST APPLIED FOR: |
|  | Incheon City government’s internship Programme in International organizations |

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|  | PERSONAL INFORMATION | | | | | |
| 2. |  | 3. |  | | 4. |  |
|  | Family Name | | First & Middle Name | | | Maiden Name, if any |
| 5. |  | 6. | |  | 7. |  |
|  | Nationality at Birth |  | | Present Nationality |  | Second Nationality, if any |
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| --- | --- | --- | --- |
|  | CONTACT INFORMATION | | |
| 8. |  | 9. |  |
|  | Current Home Address (Street, City, Postcode, Country) |  | Current Home Telephone No. |
| 10. |  | 11. |  |
|  | E-Mail Address |  | Mobile Telephone No. |
|  | | | |

\* Double-click the checkbox to check and choose “Checked” under “Default Value” from “Check Box Form Field Options” window

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|  | IN CASE OF EMERGENCY, NOTIFY: | | |
| 12. |  | 13. |  |
|  | Name |  | Email Address |
| 14. |  | 15. |  |
|  | Address (Street, City, Postcode, Country) |  | Telephone No. |
| 16. |  | 17. |  |
|  | Relationship to applicant |  | Mobile Telephone No. |
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| 18. | KNOWLEDGE OF LANGUAGES: | | | | |
| What is your mother tongue? | |  | | | |
| Please specify other languages you know and indicate your level of knowledge by using the following keys: LIMITED (LIM) = Limited conversation, reading of newspapers, routine correspondence. WORKING KNOWLEDGE (WK) = Engage freely in discussions, read and write more complex material. FLUENT (FL) = Speak, read and write nearly as well as mother tongue. The EAAFP working language is English and the EAAF languages are Russian, Mongol, Chinese, Korean, Japanese, Filipino (Tagalog), Vietnamese, Lao, Khmer, Thai, Malay, Burmese, Bangla (Bengali), Indonesian. | | | | | |
|  | | | | | |
| No. | Language | | Speak | Read | Write |
| 1. |  | |  |  |  |
| 2. |  | |  |  |  |
| 3. |  | |  |  |  |
| 4. |  | |  |  |  |

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| 19. | COMPUTER SKILLS -Mark the checkbox if you are capable of using them. |
| Email/Communication  Word processing  Internet research  Spreadsheet  Database  Presentation  Desktop publishing  Web management software /Adobe Dreamweaver Web page design  Programming  Mapping software/Arc GIS  Others: | |

\* Double-click the checkbox to check and choose “Checked” under “Default Value” from “Check Box Form Field Options” window

| 20. | EDUCATION - Give exact names of institutions and titles of degrees above secondary school, as they appear in the diploma(s). Please do not translate or equate to other degrees. | | | | |
| --- | --- | --- | --- | --- | --- |
| Month/Year attended | | | Degrees and Academic Distinctions  (Obtained/to be obtained) | Main Course of Study | Name, Place and Country |
| from | | to |
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| If you wish, provide any other information regarding your education that you consider relevant: | | | | | |
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| 21. | EMPLOYMENT RECORD – Please describe any previous working experience you have had. Starting with your most recent post, list in reverse order every appointment you have had. Use a separate block for each post. If you need more space, attach additional pages of the same size. |

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| --- | --- | --- | --- | --- |
| From | To | Exact title of your post: | |  |
|  |  | Type of business: | |  |
| Name, address and phone number of present employer: | | |  | |
| Name and title of present supervisor: | | |  | |
| DESCRIPTION OF YOUR DUTIES: | | | | |
|  | | | | |

\* Double-click the checkbox to check and choose “Checked” under “Default Value” from “Check Box Form Field Options” window

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| 22. | MISCELLANEOUS |
| a) Where did you learn about job opportunities at the East Asian – Australasian Flyway Partnership? | |
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|  | |
| b) Have you ever undertaken any action or dedicated your studies to an area closely related to the work of EAAFP? If so, please specify. | |
|  | |
|  | |
| **c) Have you previously had working experience/s or are you a member of an environmental organization? If so, please specify.** | |
|  | |
|  | |
| **d) If appointed for the position, what is the likely date you can commence your duty?** | |
| Yes  No  If yes, please give full details in an attached statement. | |

\* Double-click the checkbox to check and choose “Checked” under “Default Value” from “Check Box Form Field Options” window

| 23. | REFERENCES - List at least two persons, not related to you, who are familiar with your character and qualifications. | | |
| --- | --- | --- | --- |
| Full name | | Full address, phone number and e-mail address | Business or occupation |
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| 24. | IMPORTANT - Please provide any other information that you consider important for the evaluation of your candidature: |
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| 25. I certify that the statement made by me in answer to the foregoing questions is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the East Asian – Australasian Flyway Partnership renders a staff member of the East Asian – Australasian Flyway Partnership liable to termination or dismissal. | | | | | | |
|  | Date: |  |  | Signature: |  |  |
|  | | | | | | |
| N.B. You may be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the EAAFP and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the EAAFP. While you may rest assured that your candidature will be carefully examined, receipt of this form will not necessarily be acknowledged. Any further correspondence will be initiated by the EAAFP. | | | | | | |

EAAFP Secretariat based in Incheon, South Korea

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