**Application Form for Internships**

**Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In order to be considered for an internship you must submit the completed application form along with your resume. Incomplete application form will not be reviewed.**

**Personal Information**

**1. Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Name First Name**

**2. Contact Address:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permanent Address:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. Languages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Board/University** | **College/Institute** | **Degree** | **Year** | **Score** |
| **1.** |  |  |  |  |  |

**2. Besides, the above did you take any training, did any additional courses? If yes, please mention.**

**3. Please mention if you have any specific skills and know-how which would be useful to consider your application? These may include skills such as web designing, graphics and art design, model-making, communication such as theatre, music etc.**

**4. Have you participated/volunteered/interned with any other organizations? If yes, please describe the activity and your role very briefly.**

**Internship Details**

**1. Duration of Internship:**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Number of months: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Number of hours required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Is this internship for credit? YES NO**

**5. Field of interest during Internship (Please use highlighter for selecting. You can tick more than one option) \*See attached job descriptions**

* **Lending**
* **WBC (Women’s Business Center)**
* **Marketing**
* **Measure What Matters**
* **Great Social Enterprise Pitch**
* **Lancaster Works**

**6. What motivated you to apply for an internship with ASSETS? Please mention in 200 words or less.**

**7. How do you think the learnings from this internship will be useful in your professional and personal life?**

**Terms and Conditions**

**1. The interns once placed at** **ASSETS will need to complete the term for which the placement has been agreed upon. Once decided, no change will be generally allowed, but exceptions will be allowed in case the intern and mentor feel the need for a change in assignment.**

**2. ASSETS will provide a Certificate to the intern on completion of the term and based on the report from the mentor.**

**3. ASSETS will complete any documentation needed to fulfill internship requirements at the intern’s university.**

**4. The intern will follow ASSETS rules and conform to the values and work ethics of the organization.**

**5. The intern will need to have their own medical and other insurance. ASSETS will not provide this facility.**

**6. In case of a medical emergency or any genuine problem which needs that the intern would not be able to complete the mandatory days, the mentor can recommend extension of the term depending on the requirement for the project. In such cases, certificate will be given only if the internship is completed.**

**7. Applications for internship are due no later than:**

* **Spring – November 1st**
* **Summer – April 1st**
* **Fall – October 15th**