



## Application Form for Internship

Date of Application(dd/mm/yyyy): \_\_\_\_/\_\_\_\_/201\_\_

In order to be considered for an internship you must submit the completed application form along with your NRC card copy and a passport size photograph. Incomplete application form will not be reviewed.

### Personal Information

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

2. **English Name (If any):** \_\_\_\_\_

3. **Contact Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Permanent Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Telephone (Landline):** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

6. **Email:** \_\_\_\_\_

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

8. **Gender:** \_\_\_\_\_

9. **Nationality:** \_\_\_\_\_

10. **Languages known:** \_\_\_\_\_

# Education Details

**1. Education Details**

Board/University	College/Institute	Degree	Year	Score

**2. Besides, the above did you take any other training, or additional courses? If yes, give details.**

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**3. Please note 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.**

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## Internship Details

**1. Duration of Internship:**

From (Date)\_\_\_\_\_ to (Date)\_\_\_\_\_

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

**3. Field of interest during Internship (Please use highlighter for selecting. You can tick more than one option)**

Marketing

Teaching

Documentation

Communication Material development

IT Technician/Networking

Administration

Any other, please mention

**6. What motivated you to apply for an internship with MCTA? Please mention in not more than 200 words.**

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

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### **Terms and Conditions**

1. The interns once placed at MCTA 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. MCTA will provide a Certificate to the intern on completion of the term and based on the report from the mentor.
3. The intern will follow MCTA rules and conform to the values and work ethics of the organization.
4. The intern will need to have their own medical and other insurance. MCTA will not provide this facility.
5. 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.
6. Requests for sick leave must be reported directly to the intern's Supervisor on the day that leave is to be taken. Sick leave of 2 days or more must be accompanied by a medical certificate.
7. Any request for holidays or other leave must be made in writing to the supervisor and are subject to the approval of MCTA.
8. The Intern will be responsible for any loss or damage resulting from his or her acts while taking part in the Program.