

Internship Programme Application Form

PREVIOUS EDUCATION			
Name of College / Institute	Years Attended From / To		Certificate/Degree Earned
Any other course, if any			

AREAS OF INTEREST			
Programmes		Accounts / Finance	
Marketing		Front Office	
Reservations		Food & Beverages	
Human Resources / Personnel		Housekeeping	
Policy / Research		Publications / Editing	
Areas of interest in terms of Policy / Research			

COMPUTER LITERACY			
State proficiency level: Basic / Intermediate / Advanced			
Software / App	Proficiency	Software / App	Proficiency
Windows OS		Android OS	
Ms Word		Photoshop / CorelDraw	
Ms Excel		Video Editing	
Ms PowerPoint			
Internet		Social Networking: FB/ Twitter / YouTube / Blog	
Any other software, if any			

LANGUAGES PROFICIENCY			
For ability to read / write / speak, state proficiency level: Basic / Intermediate / Advanced			
Languages	Reading	Writing	Speaking
English			
Hindi			

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Konkani			
Other: _____			

EXTRA CURRICULAR ACTIVITIES / EMPLOYMENT OR INTERNSHIP EXPERIENCE	
List any extracurricular activity related to your area of interest	
List any relevant employment or voluntary service experience	
Any other software, if any	

INTERNSHIP	
Preferred minimum duration of internship	
Preferred timing	
References	Name, Designation, Contact
	Name, Designation, Contact
	Name, Designation, Contact

TERMS AND CONDITIONS

- The International Centre, Goa (ICG) will be working on different projects which will be assigned to interns at the discretion of the ICG.
- Intern will be presented with the CERTIFICATE OF INTERNSHIP on successful completion of internship.
- All internships will be for the duration of 12 weeks/ 3 months (whichever is more) on the basis of 15 hours a week. Intern is free to choose working hours as per his/ her suitability.
- Candidate should have completed at least HSSC and pursuing his/ her graduation or any other higher studies.
- Intern will not be eligible for any facility such as leave, etc., enjoyed by the employee of The International Centre, Goa.
- Intern will report to the Director/ Chief Executive, ICG, and will work under the supervision of the concerned Head/ In-Charge of the Department.

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- In addition to the assignment of concerned internship, the intern may also be asked to assist in ICG's activities on assignment basis.
- The intern is expected to respect the internal rules of The International Centre, Goa.

DECLARATION

All of the information on this form is true and complete to the best of my knowledge. I understand that any false statements made by me on this application or any supplement thereto may be grounds for rejection of my application or dismissal from any subsequent internship assignment.

Applicant's Signature _____ Date _____

PLEASE SUBMIT THIS APPLICATION FORM TO:

Personnel Officer, ICG at personnel@incentgoa.com