

SAKTHI - VIDYAL INTERNSHIP PROGRAMME

APPLICATION FORM

(Please note that all fields marked with * must be filled-in for your application to be considered.)

PART 1

1. Applicant information:

Family name (Surname)*:	Present Address: Street*:
First name (given name)*:	City/State*: Country*:
Middle/Other name:	Present Telephone*:
Gender:	Marital Status: (check one) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other _____
Date of Birth (mm/dd/yyyy):	Nationality at birth (country):
Present nationality (country)*:	Permanent Address:
City/Country of birth:	Permanent Telephone:
Fax:	E-mail Address*:

2. In Case of Emergency, please notify:

Family name (Surname):	Address:
First name (given name):	Mobile Phone:
Relation to you:	Telephone:
Fax:	E-mail:

3. Higher education:

Title of the degree you're currently pursuing*:	Main course of study:
Period (mm/dd/yyyy)	University name:
City:	Country:
Title of undergraduate degree:	Degree granted (month/year):
University name:	Main course of study:

4. Knowledge of Languages

Mother Tongue:						
	READ/WRITE		SPEAK		UNDERSTAND	
Knowledge of Languages	Easily	Not easily	Easily	Not easily	Easily	Not easily
Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Skills Information

Computer Skills				
<input type="checkbox"/> Word processing	<input type="checkbox"/> Internet research	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Database Creation	<input type="checkbox"/> Web designing
<input type="checkbox"/> Power Point	<input type="checkbox"/> Statistical Analysis	<input type="checkbox"/> Photoshop	<input type="checkbox"/> Graphics and Animation	<input type="checkbox"/> Other

Preferred work assignment: Please indicate in order of preference three main areas for which you would like to be considered for an internship.

Note: Mark your choice using the number **1,2 and 3**

Adolescence Life Skills	[]	Education	[]
Child Health	[]	Gender	[]
Child Labour	[]	Media Advocacy	[]
Juvenile Justice	[]	Performing Arts	[]
Child Rights	[]	Human Resources	[]
Child Psychology	[]	Information Systems	[]
Early Childhood Development	[]	Journalism and Child Media	[]
Evaluation	[]	Children's Theatre	[]
Social Research	[]	Others	[]

Note:

1. Sakthi - Vidiyal can not take the responsibility for your health and personal safety during and after the internship.
2. People with habits like drinking Alcohol, Smoking and substance abuse can not apply for internship. Interns are expected to give a declaration on this.
3. If got selected applicants are expected to thoroughly read our Sakthi – Vidiyal's Child policy before coming for internship. They are expected to adhere to the policy during the period of internship.
4. Sakthi - Vidiyal will facilitate the process of finding a suitable accommodation/ paying guest facility. Interns are expected to manage the cost of boarding, lodging and drinking water on their own.

6. Internship Programme and applying conditions

Period of internship and Timing: Interns are expected to follow the timing fixed by Sakthi – Vidiyal. The period of internship has to be stated by the university/college and the interns are expected to complete it without absenteeism.

Statement of Understanding of Internship Conditions:

I understand that, should I be accepted as an intern in Sakthi - Vidiyal, the following conditions will apply:

- ☐ **Status:** Although not considered a staff member of Sakthi - Vidiyal, I shall be subject to the authority of the Executive Director and the authority delegated by him to the Director and Heads of Offices; I understand that I am not entitled to the privileges and immunities accorded by Sakthi - Vidiyal's staff members.
- ☐ **Financial Support:** This is unpaid internship as per Sakthi – Vidiyal's financial policy. All interns are expected to bear the costs such as travel from to duty station and back, as well as accommodation and food for the entire duration of the internship programme
- ☐ **Medical Health and Life Coverage:** Sakthi - Vidiyal accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship, I must carry adequate and regular medical and life (accidental death & dismemberment) insurance, and I will be covered by health and life insurance during the internship period. Sakthi – Vidiyal's internship policy requires that you be covered by medical and life insurance for the entire period of Internship.
- ☐ **Passport and Visas:** I am responsible for obtaining necessary passport and visas when required. Sakthi - Vidiyal will issue only a letter stating acceptance of an individual as an interns and the conditions governing the internship.
- ☐ **Confidentiality and Publication of Information:** As an intern, I will respect the confidentiality of information that I collect or am exposed to at Sakthi - Vidiyal. No reports and papers may be published based on information obtained from Sakthi - Vidiyal without the explicit written authorization by the Executive Director.
- ☐ **Employment Prospects:** The Sakthi - Vidiyal internship programme is not connected with employment.

PART II

Please email an electronic version of your C.V. along with this application form to vidiyal.mdu@gmail.com. In the email subject area, please include “Application for Internship Programme”.

PART III (Enclosures)

Please include following with the filled-out Internship Application Form:

1. A ‘Statement of Purpose’ (SOP) indicating your area of interest, relevant skills, experience and motivation for applying to this programme. This should not be more than 500 words.
2. A letter from your university/College that assess your suitability for research and field work mentioning the period of internship.
3. Those universities/colleges having a provision for making contribution to the organization taking their students on placement are expected to mention that while sending the letter on internship.

