

THE INTERNATIONAL CENTRE, GOA

Dr. E. Borges Road, Dona Paula, Goa 403004 (India) www.internationalcentregoa.com

Internship Programme Application Form

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Full Name																								
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Permanent																								
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Email Address																			@					.com
Disabilities / Health Issues		Ye	!S	/	No		If Y	'es,	, ex	plai	in:													
How did you hear about the ICG Internship Programme?																								

	EDUCATION
Name of Current	
College / University	
/ Institute	
Certificate / Degree	Currently Pursuing
Date of Graduation	Expected Date State only Month and Year
Address	Pin Code:
Phone	Landline: Area Code + Telephone No.
Email Address	.com

PREVIOUS EDUCATION							
Name of College / Institute		ttended n / 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							
St	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 CURRICUL	AR ACTIVITIES / EMPLOYMENT OR INTERNSHIP EXPERIENCE
Li	st any extracurricular activity related to your area of interest
Li	st any relevant employment or voluntary service experience
Any other software, if any	

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