

INTERNSHIP REQUEST FORM

There is no guarantee for internship, in the event of unsuccessful placement, you are to enroll in BU/CP3102 Multi-disciplinary Project.

1. PERSONAL DETAILS

Student Number : _____	Nationality : _____
Name : _____	Email : _____
Mobile : _____	Course Title : _____
Mode of Study : Full Time / Part Time	Number of Subjects Taken : _____ / 24

2. TYPE OF INTERNSHIP

<input type="checkbox"/> BU 3101 (sourced by Career Office / Self) <input type="checkbox"/> CP 3101 (sourced by Career Office / Self) <input type="checkbox"/> BU 3103 (sourced by Career Office / Self) <input type="checkbox"/> CP 3103 (sourced by Career Office / Self) <input type="checkbox"/> Non-Academic/LB5520	Area of Interest : 1. _____ 2. _____ 3. _____ 4. _____
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3. RESUME

Resume Submitted : Yes / No	Date of Submission : _____
Vetted by Career Counsellor : Yes / No	

4. CONSENT STATEMENT

By signing this Internship Request Form, I agree and acknowledge that:

- (a) James Cook University Pte Ltd (the “**University**”) may collect, use and disclose my resume and personal particulars to potential employers for the purpose of job application in accordance with the Personal Data Protection Act 2012 and the University’s data protection policy (available at our website <https://www.jcu.edu.sg/privacy>);
- (b) the University will retain my personal data as long as the purpose for which it is collected is being served and retention is necessary for business or legal purposes;
- (c) the University posts/provides job listings solely for the use and convenience of students but does not endorse or recommend any employers on the list, and a listing does not constitute or imply that the University endorses or recommends any employer. The University is not affiliated with any employer organization and makes no representations or guarantees about job listings or the accuracy of the information provided by the employer. The University is not responsible for the safety, salary, working conditions, or any other aspect of off-campus employment without limitation; and
- (d) it is my responsibility to perform due diligence on any prospective employer when applying for or accepting private, off-campus employment openings or offers and to thoroughly research the facts and reputation of each organization to which I am applying.

Name : _____ Signature : _____

Date : _____

5. RETURN DETAILS

Student Services Centre
James Cook University Pte Ltd
Block C, Student Services Centre
Tel: +65 6709 3677
Email: careers-singapore@jcu.edu.au

Date Received : _____

Received By : _____

For official use:

1. INTERVIEW

The applicant has been interviewed by:

1. _____ Date : _____
2. _____ Date : _____
3. _____ Date : _____

Overall Outcome: Successful / Unsuccessful

2. DOCUMENTS

The following documents has been received:

- Conditions of Professional Internship – Workplace (Attachment B) Date : _____
- Student Placement Agreement Date : _____
- Job Description Date : _____
- Offer Letter Date : _____

3. APPROVAL

Name of Subject Lecturer:

Date Submitted:

- Recommended for Approval
- Not Recommended for Approval (Remarks: _____)

4. PLACEMENT PLAN MEETING

Placement Plan form received Date : _____

The placement plan meeting was conducted Date : _____