

WAO Internship Application Form

Introduction

WAO's criterion for an internship is a feminist who is able to work with women and children. Knowledge on the issues related to Violence Against Women (VAW) and a background or interest in gender will be most useful.

You need to have the ability to be versatile and be adaptable to variety of tasks. Tasks vary according to the work and centre of choice for the Internship.

WAO has three main centres: The Refuge, Child Care Centre & the WAO Centre.

Some potential tasks and projects include:

WAO Refuge:

- Counselling women & children (only students of Psychology. Counselling or related majors)
- Conducting research in a relevant, current or developing a new research area
- Organising activities/programmes for women & children
- Assisting in administrative work (answering phone calls etc.)
- Accompanying women to court and police station

WAO Child Care Centre:

- Assisting child minders with daily activities
- Organising activities for children
 - Language classes (English, Malay, Mandarin, Tamil)
 - Assisting children with school work
 - Providing extra tuition classes
 - Organising fun, interactive event/activities for children

WAO Centre:

- Work on lobbying for women's rights – work with other NGOs projects based/ joint initiatives
- Conducting research on the Domestic Violence Act (DVA)
- To conduct research on religion and the rights of women
- Assist in writing & editing newsletter
- Assisting in administrative work
- Attending and assisting in public education booths

*Please note that if you wish to intern at the **WAO Centre**, you are expected to have a research topic prepared. We understand that the topic may change over the course of your internship, but it is compulsory you have one when joining us.*

It is also a crucial factor that you are informed and up to date with feminist and human rights issues and discussions, and more importantly passionate on women's rights.

Personal Details (*Fill in where applicable*)

Name : _____

Age : _____ Email: _____

Country of origin : _____

University : _____

Course of study : _____

Currently pursuing : ___ Bachelors ___ Masters ___ Others: _____

Highest Level of Education : ___ Bachelors ___ Masters ___ Others: _____

University Contact Person : _____

University Fax : _____

University Address : _____

Emergency Contact person : _____

Important

It is compulsory that you attach with this application:

- Your curriculum vitae, and;
- **Two** letters of reference (this can either be from your lecturers or employers)

Your application will not be processed without these letters.

Desired dates & duration of Internship*

Starting & End dates : _____

Duration of Internship : _____ weeks / months

How many hours of work is required for the completion of your Internship? ** _____

Language Proficiency

English

Spoken : _____

Written : _____

Others (please specify)

**Please be informed that we may not be able to accommodate you to your desired dates as we have fixed number of interns that are allocated to each centres. Positions may be filled.*

***Only applicable if Internship is part of a course module and is required for completion of University.*

Expenses

This is a *non-paid* internship. WAO is unable to provide a per diem, or free accommodation.

For overseas interns only

The intern *has* to be able to financially support her/his entire stay in Malaysia. WAO will assist in looking for an accommodation i.e. apartments/rooms relatively close to the WAO office.

As it being a short-term stay, rental rates would range from RM600 – RM900 (USD190 – USD280) per room per month.

Your monthly expenses for food, transport, recreation, incidentals would cost approximately RM1,000.00 (US\$ 300.00)

Areas of Internship

Women's Aid Organisation has 3 main facilities:

The Refuge is a temporary home for women and their children who require a safe space. It is also where the social workers conduct counselling for these women.

The Child Care Centre (CCC) functions as a day-care centre to the children of WAO's ex-residents, who are starting off an independent life of their own.

The WAO Centre is the only publicly accessible place among the 3 facilities, and houses the fundraising, advocacy public, education and administrative work.

Area of interest for internship. Tell us which areas you would want to work on.

Refuge

Child Care Centre

WAO Centre

Please provide a brief idea of your topic/area of research:

Depending on the research topic, you will be able to work interchangeably between centres.

Why WAO?

Tell us about your interest in the Internship.

1. Reason for applying as an intern at WAO.

2. What do you intend to learn/gain through your internship?

3. Please list any work/volunteer experience relevant to your position as an intern at WAO.

4. Is there any additional information or skills you may offer to us during your stay here?

Please note that only successful candidates will be contacted.