



**WOMEN'S AID ORGANISATION**  
PERTUBUHAN PERTOLONGAN WANITA

P.O. Box 493, Jalan Sultan  
46760 Petaling Jaya, Selangor, Malaysia  
Tel: 03 7957 0636 / 5636  
WAO Hotline: 03 7956 3488

## **Internship Application Form**

This form must be fully completed to be considered. Please complete each section, even if you have attached a resume. WAO provides Stipend for Interns and unable to provide free accommodation. Please Be Informed That For Services And Partnership & Development, A Minimum Commitment Of 3 Months Internship Period Is A Must. Advocacy, Capacity Building, Admin/Human Resource/Finance A Minimum 2 Months Commitment Is A Must.

### **PERSONAL INFORMATION**

**NAME**

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**ADDRESS**

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**HOME TEL NUMBER**

**MOBILE NUMBER**

**EMAIL ADDRESS**

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**NATIONALITY**

**DATE OF BIRTH**

**NRIC /PASSPORT NUMBER**

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### **EMERGENCY CONTACT DETAILS**

**NAME & RELATIONSHIP**

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**ADDRESS**

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**HOME TEL NUMBER**

**MOBILE NUMBER**

**EMAIL ADDRESS**

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### **EDUCATION**

**COURSE OF STUDY**

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**NAME OF SCHOOL/ COLLEGE/UNIVERSITY**

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**LANGUAGE**

WRITTEN

SPOKEN

**SKILLS****AREAS IN WHICH YOU WOULD LIKE TO DO YOUR INTERNSHIP**

- Services – Case Management /Shelter Management/Programmes
- Capacity Building  Advocacy
- Partnership and Development  Admin/Human Resource/Finance

**DURATION OF INTERNSHIP**

START DATE (DD/MM/YY)

END DATE (DD/MM/YY) ADDRESS

**NOTE: PLEASE BE INFORMED THAT FOR SERVICES AND FUNDRAISING A MINIMUM COMMITMENT OF 3 MONTHS INTERNSHIP PERIOD IS A MUST. AS FOR ADVOCACY, ADMIN/HR/FINANCE A MINIMUM 2 MONTHS COMMITMENT IS A MUST.**

**Tell us about the interest in interning at WAO**

- i) Why do you want to intern with WAO ? (Max word count 100)
- ii) What do you intend to learn or gain through your internship with WAO and how? (Max word count 100)
- iii) What are your skills set and additional skills you will be able to offer to WAO during your internship with us (Max word count 50)

**Important:** Please attach your cover letter and resume with this application. Your application will not be processed if either one of the 3 documents is not submitted.