



U.S. Embassy Manila
FOREIGN NATIONAL STUDENT INTERN PROGRAM
APPLICATION FORM



1. Internship Position Applying for (Please list three choices):

2. Full Name:

Last Name (Surname)

First Name

Middle

3. Present address and telephone number (include e-mail address, if available):

4. How did you learn about this program? Ad Employee Relative School Embassy website
 Other (Please specify): _____

5. Do you have any relatives that work for the Embassy? If yes, please list name, department where they work and how long they have been employed:

6. Current Citizenship: _____

7. U.S. Citizenship: Do you have any claim to U.S. citizenship? YES NO

8. University / School / Educational Institution:

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards. Use continuation sheets as necessary.

Name and full address of current institution:

Name, title and telephone number of instructor:

Dates Attended (Month/Year): _____

Diploma/Degree/Certificate: _____ Date Received: _____

Major Field(s) of Study: _____

9. Languages: Identify the language and indicate extent of your competence for each:
(5 = fluent; 3 = good; 1 = fair; 0 = not at all)

Language	Speak	Read	Write	Understand
English	_____	_____	_____	_____
Tagalog	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. Special Qualifications and Skills:

List any special skills you possess and equipment you can use, certifications, licenses obtained, etc.

11. Training Received:

List training received in areas applicable to the internship position in which you are applying.

12. Employment (if applicable): Begin with your most recent position and work backwards.

A. Name and address of employer:

B. Dates worked (month/day/year): from _____ to _____

C. Exact Title of position: _____

D. Name, title, and telephone number of immediate supervisor:

E. Description of work (Describe specific duties, responsibilities, and accomplishments):

G. Number of hours worked per week: _____ Number of employees you supervised: _____

H. Reason for leaving:

I. Have you ever been dismissed or forced to resign from a position? YES NO
If yes, please explain the circumstances:

13. Have you ever worked for the U.S. Government? YES NO

14. Computer Skills

How do you rate your computer skills? 5=Excellent 3=Good 1=Fair 0=None

List computer programs in which you have experience.

15. References

List three persons not related to you by blood or marriage and who are qualified to supply definite information regarding your character and suitability for employment under the program. Do NOT include former employers (i.e., supervisors).

Name	Mailing Address	Tel. Number	Occupation
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16. Schedule availability (MO/DAY/TIME): _____

17. **YOU MUST SIGN THIS APPLICATION.** Read the following carefully before you sign.

- I understand that any information I give may be investigated and that a false statement may be grounds for non-consideration or dismissal of my participation in the Intern Program, if I am selected.
- I understand that, if I am provisionally selected, an Embassy-required security certification is a prerequisite.
- I understand that, if I am provisionally selected, an Embassy-required medical examination and medical certification is a prerequisite.
- I consent to the release of information about my ability and fitness for the Intern Program by employers, schools, and law enforcement agencies and other individuals and organizations to Embassy-authorized investigators and personnel.
- I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

Signature

Date

CONTINUATION SHEET: ADDITIONAL INFORMATION (if applicable)

Employment (if applicable): Begin with your most recent position and work backwards.

A. Name and address of employer:

B. Dates worked (month/day/year): from _____ to _____

C. Exact Title of position: _____

D. Name, title, and telephone number of immediate supervisor:

E. Description of work (Describe specific duties, responsibilities, and accomplishments):

G. Number of hours worked per week: _____ Number of employees you supervised: _____

H. Reason for leaving:

CONTINUATION SHEET: ADDITIONAL INFORMATION (if applicable)

UNIVERSITY / SCHOOL / EDUCATIONAL INSTITUTION:

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards. Use continuation sheets as necessary.

Name and full address of current institution:

Name, title and telephone number of instructor:

Dates Attended (Month/Year): _____

Diploma/Degree/Certificate: _____ Date Received: _____

Major Field(s) of Study: _____

**UNITED STATES DEPARTMENT OF STATE
GRATUITOUS SERVICE AGREEMENT**

Title 5 Section 3111 of the United States Code authorizes federal agencies to establish programs designed to provide educationally related work assignments for students on a nonpayment basis. You will be hired under such a program.

According to the law, we may only accept your gratuitous service if the service:

- (1) is performed by a student, with permission of the institution at which the student is enrolled;
- (2) is uncompensated; and
- (3) will not displace any employee.

As a student participating under this program you will not be considered to be a U.S. federal employee for any purposes other than injury compensation or laws related to the Tort Claims Act. Your service is not creditable for leave accrual or any other employee benefits.

This arrangement is subject to termination at any time at the discretion of the Mission. Please sign below acknowledging that you understand the terms under which you will be hired.

I understand the terms under which I am being hired, including, without limitation, that I will not be compensated for the services that I provide.

Signature of Intern over printed name

Date

Print Name (Last, First, MI)

Student ID Number

Statement of Interest

Write a Statement of Interest that describes your objectives and motivations in seeking an internship with the U.S. Mission. Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Intern Program and/or Office to which you would like to be assigned.

Be sure to indicate if you will be a continuing student immediately upon completion of your internship. If this is not indicated, your application will not be considered.