

AMREF Internship Application Form

1. Identification

Family name	
First name	
Gender	
Date of Birth	
Nationality	
Marital Status	
Nature of internship <i>(Normal internship, Volunteer, Researcher). Please indicate one</i>	

2. Contact Information

Postal Address	
Home phone	
Mobile phone	
Fax	
Email address	

3. Education

Please give the exact name and location of each secondary and post-secondary educational institution that you have attended, the years that you attended, and the certificate, degree, diploma or certificate(s) that you were awarded by each. Please also indicate the major or main subject of study at each institution.

Institution	Location	Years attended	Degree, Diploma or Certificate Awarded	Major / Main Subject of Study

4. Languages

Please list all languages that you can speak, read or write and identify your skill level for each (e.g. native, advanced, intermediate, or beginner)

Language	Read	Write	Speak

5. Computer Skills

Please identify all software applications that you are familiar with and check the appropriate box to indicate your skill level with that product.

Software/Program	Basic	Inter-mediate	Advanced

6. Other Skills / Abilities / Competencies

Please identify any other relevant skills, abilities or competencies that you possess (i.e. operations research, M&E, editing, proposal writing, website or database development, programming, graphic design, fundraising, cataloging, etc.)

Skill / Ability / Competency	Basic	Inter-mediate	Advanced

7. Work Experience

Please describe any previous work experience that you have had, giving details of your duties and achievements.

From / To	Employer	Job Title	Duties & Achievements

8. Areas of Interest

- In which functional or programmatic area would you like to conduct an internship with AMREF?

Programme Area	YES	NO
Reproductive Health and Family Planning		
Adolescent & Youth Reproductive Health		
Maternal & Child Health		
Malaria		
Water and Sanitation		
HIV/AIDS & TB		
Clinical Diagnostics		
Monitoring and Evaluation		
Research		
Communication		
Information Technology		
Finance		
HR & Administration		

b. What are your career goals and how will an internship with AMREF help you to achieve them?

c. Why would you like to conduct an internship with AMREF (as opposed to another organization)?

- d. Why should AMREF select you for this internship – what special attributes, skills or abilities do you bring to the table?

9. Proposed Dates for Internship

(Please note: AMREF accepts interns for a minimum of three (3) months and a maximum of six (6) months)

From: _____ To: _____

10. Statement of Understanding & Agreement to the Conditions of the Internship

I understand that, should I be accepted as an intern at AMREF, the following conditions will apply:

- a) **Status.** Although I will be an Intern and will not be considered a member of the regular AMREF staff, I shall still be subject to all of AMREF's rules and policies.
- b) **Financial Support.** I will not be paid a salary by AMREF but may receive a modest monthly stipend. I am personally responsible for all of my visa, travel and living costs during my internship with AMREF, including my travel costs from and to my home/ home country (if applicable), and the cost of my accommodation, meals and other living expenses during the internship.
- c) **Medical/Health/Travel Insurance.** AMREF accepts no responsibility for costs arising from illnesses or accidents which occur during the internship. I will therefore have in place adequate medical/health/travel insurance to cover such events, should they happen. The following health/travel insurance company will cover me during the internship period.

Insurer (name, contact information):

For international interns (please note that internship with AMREF cannot be approved unless you provide this information).

- d) **Visa.** AMREF will issue a letter confirming my acceptance as an Intern and the conditions governing my internship so that I can obtain a visa for my internship. However, I am personally responsible for obtaining the visa that is required for my country of internship.

- e) **Confidentiality.** As an intern, I will respect the confidentiality of information that I collect and/or am exposed to at AMREF. No reports, papers, internal documents or information of any kind obtained from AMREF may be published or shared externally without the explicit written authorization of AMREF.
- f) **Intellectual Property Rights:** In case of research interns, AMREF shall be entitled to all property rights, including but not limited to patents copyrights and trademarks with regard to material, which bears a direct relation to or is made in consequence of the services provided to the Foundation by the intern. At the request of the Foundation the intern shall assist in securing such property rights and transferring them to the Foundation in compliance with the requirements of the applicable law.

I agree to all points in Section 10 above. I also certify that the information and statements that I have made in all sections above are true, complete and correct to the best of my knowledge.

Signed: _____ Date: _____