



**Cameroon-China Trading Consulting Firm**  
**INTERNSHIP APPLICATION FORM**

**PERSONAL INFORMATION**

**NAME:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_

**AGE:** \_\_\_\_\_ **NATIONALITY:** \_\_\_\_\_

**MARITAL STATUS:** \_\_\_\_\_ **CURRENT JOB:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

**MOBILE PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**GUARDIAN'S PERSONAL INFORMATION**

**NAME:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_

**AGE:** \_\_\_\_\_ **JOB:** \_\_\_\_\_ **NATIONALITY:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

**MOBILE PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**RELATIONSHIP WITH APPLICANT:** \_\_\_\_\_

**INTERNSHIP OBJECTIVES**

**DEPARTMENT DESIRED** (check the department that suits your internship objectives. Do not choose more than 2 departments).

<b>HUMAN RESOURCES</b>	<b>RESEARCH &amp; DEVELOPMENT</b>	<b>PROCUREMENT (+ QR + shipping).</b>	<b>SALES &amp; MARKETING</b>	<b>CUSTOMER SERVICE</b>



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**AVAILABILITY**

**MONTHS: FROM \_\_\_\_\_ DAY: \_\_\_\_\_ TO \_\_\_\_\_ DAY: \_\_\_\_\_**

**WEEKDAYS & TIME (check the boxes that match availability)**

	<b>MORNING</b> (7AM to 12:00)	<b>AFTERNOON</b> (12:00 to 5PM)	<b>EVENING</b> (6PM to 9PM)
<b>MONDAY</b>			
<b>TUESDAY</b>			
<b>WEDNESDAY</b>			
<b>THURSDAY</b>			
<b>FRIDAY</b>			
<b>SATURDAY</b>			

**COMMITMENTS**

*I pledge that all the information I have provided is true; that I will abide by the rules and regulations at CCTCF (On Page 3) during my internship period; that this internship is not paid and that the authorities at CCTCF reserve the right to or not to sign the internship completion form depending on my input and efficiency during the internship.*

**Applicant’s Guardian’s Signature**

**Applicant’s Signature**

**Name: \_\_\_\_\_**

**Name: \_\_\_\_\_**



**RULES AND REGULATIONS FOR INTERNS AT CCTCF**

- 1. Applicants for internship positions at CCTCF must be at least 18yrs.**
- 2. Applicants must have at least High School education.**
- 3. Applicants must submit a fully filled and signed application form, one passport size photo and a photocopy of ID card or passport.**
- 4. Application forms must be signed by guardians who can only be parents, family members or teachers (No friends).**
- 5. Interns must dress formally when at work.**
- 6. Interns must notify management in advance by phone or email in case of absences or lateness to work and state the reasons.**
- 7. Interns must use internship time for CCTCF work only.**
- 8. Interns are not allowed to come to work when ill.**
- 9. Interns must obey CCTCF staff and seek advice when in difficulties at work or not clarified on what to do.**
- 10. Interns are responsible for damages and losses caused by them during internship such as missing items, stolen items, broken items, etc. Interns must be careful and reliable during internship.**
- 11. Internship can be terminated at any time if the management at CCTCF finds the intern guilty of not following rules repeatedly. When that happens, the intern doesn't get an internship certificate.**
- 12. Upon successful completion of internship, the intern gets the internship completion form / report signed by the mentor at CCTCF and in addition gets an internship certificate and a recommendation letter. Interns who excel during their internship at CCTCF may be offered permanent employment at CCTCF.**