

Please give a brief description of the project that you are interested at **Saath also** would like to work with, what you will do in that project and how can you contribute to that project? (maximum 700 words). For information on **Saath** current projects, visit: www.saath.org

13. Have you previously submitted an application for internship with the **Saath Charitable Trust**?
 YES NO
 If YES, state Date/Reference of response received:

KNOWLEDGE OF LANGUAGES

Name of Language	Read	Write	Speak	Understand

14. EDUCATION. Give full details - N.B. Please give name of institution and titles of degrees

If currently enrolled in a university / degree programme, please indicate that.

Name of University (include the city and country)	From	To	Degrees and Academic Distinctions	Main Course of Study

15. Indicate a List of completed Course Work **(OPTIONAL)**

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16. List any significant publication you have written **(OPTIONAL)**

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17. Do you have computer Skills? YES NO
 List Software with which you are proficient at

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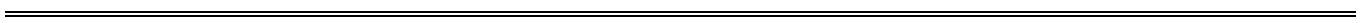
18. EMPLOYMENT RECORDS

List in reverse order the employment you have had.

From: Month/Year	To: Month/Year	Name and Address of Employer	Type of Organisation	Work Description

19. List of persons to contact in case of emergency

Full Name	E-Mail ID	Telephone Numbers



20. REFERENCES: List three persons

Full Name	Full Address	Business or Occupation

21. Have you ever been arrested, indicted, or summoned into a court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?

YES NO

If "yes", give particulars.

22. Will you bring your own computer (laptop) for the internship? YES NO

23. Do you need assistance from **Saath Charitable Trust** in obtaining accommodation for the duration of your internship? YES NO

I certify that the statements made by me in answer to the foregoing questions are true, complete, and correct to the best of my knowledge and belief.

Date:

Signature:

This section is optional

**ENDORSEMENT:
TO BE COMPLETED BY NOMINATING/SPONSORING INSTITUTE**

The following organization NAME Of ORGANISATION (PLEASE PRINT) endorses
NAME OF APPLICANT (PLEASE PRINT) as a candidate to participate in the internship
programme conducted by **Saath Charitable Trust**, Ahmedabad under the conditions set out below:

Proposed duration and timing of the internship:

Intended purpose of candidate's proposed participation in the internship:

NAME OF UNIVERSITY OR
INSTITUTE (PLEASE PRINT)

NAME OF HEAD OF DEPARTMENT
(PLEASE PRINT)

SIGNATURE

ADDRESS OF UNIVERSITY OR INSTITUTE

DATE

NB: MUST BE STAMPED WITH OFFICIAL SEAL

Internship agreement for SAATH CHARITABLE TRUST, Ahmedabad

1. I accept the internship, which has been awarded to me by **SAATH CHARITABLE TRUST** and understand the following:
- (a) **Saath Charitable Trust** will not pay me for my internship; all the expenses connected with it will be borne by me or my sponsoring Government or institution.
 - (b) **Saath Charitable Trust** accepts no responsibility for costs arising from accidents and/or illness incurred during my internship.
 - (c) During my internship I will not work elsewhere.
 - (d) I am responsible for obtaining necessary visas and arranging my travel to and from the duty station where the internship will be performed

I undertake the following obligations with respect to the **Saath Charitable Trust** internship programme:

- (a) To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
- (b) To refrain from any conduct that would adversely reflect on **SAATH CHARITABLE TRUST** or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the **SAATH CHARITABLE TRUST**.
- (c) I will ask for permission if need be for requiring a copy of all materials prepared during my internship;
- (d) To arrange for my own transport to and from the Office;
- (e) To prepare and submit on time the monthly reporting documents and the summary of internship documents required by **SAATH CHARITABLE TRUST**.
- (f) To report and submit all reports and documents at the end of my internship.

I hereby confirm that I agree with the terms and conditions of my internship as stated above.

.....
(Date)

.....
(Signature)

<p>NB: You may be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documents or evidence until you have been asked to do so by the Organization and, in any event, do not submit the original text of references or testimonials unless they have been obtained for the sole use of the Organization. Applications will not, as a general rule, be valid or be retained by SAATH CHARITABLE TRUST for more than six months from the date of receipt.</p>

Internship Policy

Procedure for the internship

- The applicants have to fill up THE **APPLICATION FORM** with CV attached and send to email: rdc@saath.org or mail@saath.org
- If applicants satisfy the set qualifications, the application will be forwarded to Project leader for approval of proposed work.
- The DIRECTOR will be notified, after the component/project leader has selected the applicant.
- The successful applicant will be notified and requested to contact the Project officer to prepare work plan during the internship.
- **Saath Charitable Trust** does NOT hold the responsibility of reserving accommodation, food and transport for Intern students.
- The letter will be provided when the internship starts.
- Successful applicant is required to produce monthly report until the internship has ended.

Qualifications of the successful intern

- A student intern has to meet requirements of the component or project in **SAATH CHARITABLE TRUST** in terms of mutual interest, skills and schedule.
 - Proficiency in written and spoken English is a must. Also he/she should be having working knowledge of Hindi and Gujarati, it will be make his/her internship more productive.
 - The internship period will be maximum for 6 months. The need to extend beyond the stipulated time will depend on the Project Leader.
 - S/he has to be responsible for all related costs, including accommodation, daily expense, and travel during the internship at **SAATH CHARITABLE TRUST**. Based on qualification & experience.
 - S/he has to discuss with designated supervisor and agree on the tasks and schedule before starting the internship.
 - S/he will be assisted with office logistics, including Internet access and manpower during the internship at Office.
 - S/he has to submit monthly progress report of the internship to the supervisor, and a report to **SAATH CHARITABLE TRUST** when completing the internship.
 - S/he will be provided with a recommendation letter issued by the organization, if required.
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