

INTERNSHIP PROGRAMME APPLICATION FORM

INTRODUCTION

The ACA in partnership with the MICT SETA will be rolling out an Internship programme for 15 Interns from 01 July 2023 to 30 June 2024. The Interns will be placed at member agencies for the duration of the programme. You are hereby invited to apply for an Internship position by completing this form and attaching the required documents.

WHAT IS THE PURPOSE OF THIS FORM?

To assist the Association for Communication and Advertising NPC in selecting candidates for the Internship Programme.

This form may be used to identify candidates to be interviewed.

Since all applicants cannot be interviewed, you need to fill in this form in full and accurately. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM?

Only candidates wishing to apply for the Internship Programme

ADDITIONAL DOCUMENTS REQUIRED

- Covering/Motivational letter
- Certified copy of the applicant's South African ID
- Full official academic record
- Completion of a minimum of: a 2 year Diploma/Degree in Marketing, Communications or any related advertising qualification

NOTES:

This document is not in any way an agreement or commitment

The selection of learners is totally dependent on results obtained and the outcome of the selection process.

APPLICATIONS CLOSE ON THE 15TH OF JUNE 2023

State the name of your qualification in the block below: e.g. BA Communications

PART A : PERSONAL INFORMATION

Name: Surname:

ID Number: Date of birth:

*Gender: Male Female

*Race African White Coloured Indian

INTERNSHIP PROGRAMME APPLICATION FORM

Do you have a disability? Yes No

Are you a South African citizen? Yes No

If no, what is your nationality?

Have you ever been convicted of a criminal offence or been dismissed from employment? Yes No

PART B : CONTACT DETAILS

Contact numbers: Cell: Home/Alternative:

Postal Address:

Email Address:

Alternative Email Address:

PART C : Tertiary particulars (Please complete in full)

TERTIARY EDUCATION: (please complete for each qualification obtained or currently busy with and attach academic record. Start with the current studies or most recent completed qualification)

| Name of institution | Degree/ Diploma | Major Subjects | Year obtained if completed |
|---------------------|--------------------|----------------|----------------------------|
| | | | |
| | | | |

INTERNSHIP PROGRAMME APPLICATION FORM

PART D : OTHER INFORMATION

WORK EXPERIENCE/VOLUNTEER WORK - Previous work experience (Starting with the most recent)

| Company | Start Date | End Date | Position | Reason for leaving |
|---------|------------|----------|----------|--------------------|
| | | | | |
| | | | | |
| | | | | |

COMPUTER LITERACY - Please indicate your current level of computer literacy

| Level | Basic | Intermediate | Advanced |
|------------------------|-------|--------------|----------|
| MS Word | | | |
| MS Excel | | | |
| MS PowerPoint | | | |
| MS Outlook | | | |
| Other (please specify) | | | |

REFERENCES - Please provide three referees who can be contacted for reference

| Name | Relation | Telephone number |
|------|----------|------------------|
| | | |
| | | |
| | | |

INTERNSHIP PROGRAMME APPLICATION FORM

PART E : MOTIVATION

What kind of career are you looking for and what actions have you taken towards achieving this?

| |
|--|
| |
| |
| |
| |
| |

List the leadership positions you hold/have held (e.g. Projects you have worked on). What impact have you made in these?

| |
|--|
| |
| |
| |
| |
| |

What unique attributes do you have that sets you apart from others? Provide examples on how you display these attributes in your day to day life?

| |
|--|
| |
| |
| |
| |
| |

How did you get to know about us? (E.g. Career Fair, University Presentation, Newspaper, Word of Mouth, etc)

| |
|--|
| |
|--|

INTERNSHIP PROGRAMME APPLICATION FORM

PART F: DECLARATION

- I understand that all the information provided in my application may be followed-up and I authorise the Association for Communication and Advertising NPC to contact any relevant person or institution for relevant references.
- I declare that the above information to my knowledge is true and correct and accept that if it were to be found that I withheld any information, the application will be cancelled immediately.
- I authorise any school / university / employer to provide the Association for Communication and Advertising NPC with relevant information that may be useful in making a decision.

SIGNATURE OF APPLICANT

Date: _____

SIGNATURE OF PARENT/ GUARDIAN - If still a minor

Date: _____