

Community Development Foundation



Thank you for your interest in the CDF - Sri Lanka Internship Program! The following form is intended to give us a complete profile of your background and your interests. Please remember to have reviewed and ready:

* Titles of the internship positions that interest you
* academic or professional references and their contact information
* The additional documents required: Statement of purpose/Cover Letter, CV/resume, and 2-3 page writing sample to complete your application

**Please note that your application will only be considered after receiving all of the aforementioned documents.**

1. Full Name

|  |  |  |
| --- | --- | --- |
| First name :  | Middle name : | Family Name : |
|  |  |  |

1. Primary E-mail ………………………………………………………………………............
2. Alternative E-mail …………………………………………………………………………..
3. Phone Number ……………………………………………………………………………..
4. Desired Start Date …………………………………………………………………………
5. Desired End Date …………………………………………………………………………..
6. Do you need to receive a response from CDF - Sri Lanka by a certain date (For housing, scholarship, or visa purposes etc.)? If so, please indicate the date.
7. How many hours a week are you able to commit to CDF - Sri Lanka?
	1. Full time (35 hours/week)
	2. Part time (15-30 hours/week)

|  |
| --- |
| **Dates / Deadlines:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Term | Year | App Deadline | Decision Date | Start Date | End Date |
| 12 Week  | 2019 | 12/01/2019  | Rolling Admission | 01/10/2019 | 03/15/2019 |
| 8 Week  | 2019 | 12/01/2019  | Rolling Admission | Open  | Open  |
| 24 week  | 2019 | 12/01/2019  | Rolling Admission | 04/01/2019 | 10/31/2019 |

1. **Please indicate your experience & skill level**
2. English Fluency Level
	1. Basic: I know some basic vocabulary and/or grammar
	2. Intermediate: I can express myself in most situations and can follow most conversations. I can read and understand some texts and write basic descriptions of events and ideas
	3. Advanced: I am able to communicate complicated ideas and contribute to professional discussions. I can easily understand most texts and can write in all verb tenses and sentence structures
	4. Professional-Fluent: I am at ease in all social and professional situations and can convey subtleties in a professional manner in speaking, writing and over the telephone
3. Please Enclose your CV/Resume
4. Please enclose your cover letter, in which you address
5. 1. Why you would like to work for CDF - Sri Lanka and what experiences you will bring to our team.
6. Please upload a 2-3 page writing sample
7. **Please fill out the following information for two professional references:**

 Reference 1:

1. Full name, Title
2. Relationship to applicant
3. E-mail address
4. Phone number

 Reference 2:

1. Full name, Title
2. Relationship to applicant
3. E-mail address
4. Phone number
5. How did you learn about CDF - Sri Lanka’s internship program?
6. Do you know anyone at CDF - Sri Lanka (Current volunteer/intern, past volunteer/intern, current employee, past employee, board member)? If yes, please specify.
7. Are you applying to other organizations or internships besides CDF - Sri Lanka? If yes, please specify.
8. Is there anything else we should know about you or your candidacy?

Thank you for completing the CDF - Sri Lanka Internship Program application! Please make sure your updated CV/Resume, cover letter, and 2-3 page writing sample are uploaded to your application, otherwise it will be considered incomplete. If your qualifications, experience, and interests meet our needs, a representative from our office will contact you to schedule a online (Skype) interview.

**Thank you again!**