

**Thank you for your interest in being an intern here. Please assist us by filling out the additional details.**

Date Submitted: \_\_\_\_\_

**PERSONAL DETAILS**

Full Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Email : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Gender : \_\_\_\_\_ Religion: \_\_\_\_\_  
 Date of Birth (dd/mm/yy) : \_\_\_\_\_  
 Preferred spoken language :  English  Mandarin  Bahasa Malaysia

**AREAS OF INTEREST** (Please tick all that interest you)

**👏 Events**

- Pre-event help and promotion  Event support e.g., stage deco, ushers
- Photographer/Videographer/video editing  Emceeing/hosting
- Event Partner and Organizer

**👏 Products & Resources**

- Resource marketing and consignments  Booktable assistance

**👏 Communications**

- Translation work *English ↔ Mandarin / BM / Tamil*
- Writing articles and book reviews *English ↔ Mandarin / BM / Tamil*

**👏 Operations**

- General office administrative duties  Logistics (including general labor and transportation)

**👏 Special Expertise**

- Research, surveys & writing  Graphic design & illustration  IT
- Others: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Current Education : \_\_\_\_\_  
 Area of Study : \_\_\_\_\_  
 Personal Objectives for Internship : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Internship Period : \_\_\_\_\_

If you have any questions, special requests or concerns regarding your internship, please let us know:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**REFERENCE (Please provide us with two contacts)**

Name	Contact Number	Email	Relationship to Applicant

\* Character reference to have known applicant for at least 2 years

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*Thank you for your time.*

*Please return this application back to us at:*

**Focus on the Family (M) Sdn Bhd**

6-2 Jalan Bersatu 13/4

46200 Petaling Jaya, Selangor

✉ focus@family.org.my