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| **SINGAPORE LEGAL SERVICE**  **INTERNSHIP APPLICATION FORM**  symbol_crest2  **Guidance Notes for Completion of Internship Application Form**   1. Please inform the Legal Service Commission (“LSC”) Secretariat immediately if there is any change, after you have submitted the application form, to information you had provided. 2. The application form must be accompanied by a cover letter, CV and copies of the following academic transcripts (university, GCE 'A', 'AO' & 'O' Levels; or the equivalent) (arranged in the said sequence). Please note that an application that is incomplete cannot be processed. 3. Every application must be submitted by the deadline specified on the LSC website. Any application received after the deadline cannot be processed. 4. All applicants will be informed of the outcome of their application. Applicants who wish to withdraw their application are requested to inform the LSC Secretariat immediately via email. 5. The period of the internship programme will vary for each department. All applicants who wish to be shortlisted for an internship must be able to commit to the full period/duration of the internship. 6. The Legal Service may, on the advice/recommendation of the department concerned, terminate/withdraw an internship if an intern does not strictly comply/is unable to strictly comply with the requirement to commit to the full period/duration of the internship. 7. Interns will be paid an internship allowance. Please note that all expenses (travel/transport) incurred in connection with an internship are to be borne solely by the intern.   You may attach additional pages if necessary.   |  |  | | --- | --- | | **(A) MY INFORMATION** | | | **Full name:**  **Preferred name:** | **ID type:**  NRIC (Pink)  NRIC (Blue)  Passport  Work Permit  Employment Pass  **ID number:** | | **Present citizenship:**  Singapore  Others – Country:  Date held since:  **Other Citizenship** (if any)**:** | **Permanent residency:**  Singapore  Others – Country:  Date held since: | | **Email address:** | **Contact number** (with country code)**:** ( ) | | **Notice period** (e.g. immediately, within one month)**:**  **Bonded to serve in any organisation:**  Yes  No  Details: | | |

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| **(B) LANGUAGE PROFICIENCY** | |
| **Language** | **Proficiency** |
|  | Read  Written  Spoken |
|  | Read  Written  Spoken |
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| **(C) PREFERRED DEPARTMENT(S) FOR INTERNSHIP** (in order of priority) |
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| **(D) DATES/PERIOD/DURATION AVAILABLE FOR INTERNSHIP** |
| **From** (dd mmm yyyy)**:**  **To** (dd mmm yyyy)**:**  **Year of Study** (during the period of availability)**:**  **Remarks** (if any)**:** |

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| **(E) Have you previously undertaken an internship with the Singapore Legal Service and/or   the Singapore Judicial Service?** |
| Yes  Singapore Legal Service  Singapore Judicial Service  Singapore Legal Service and Singapore Judicial Service  No |

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| **(F) MY WORK EXPERIENCE** Share with us your work experiences starting with the most current/recent employer | |
| **Organisation:**  **Job Title:** | **Date Joined:**  **Date Left:** |
| **Description** (to include type of employment, e.g. permanent/contract/casual)**:** | |

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| **(G) MY COMPETENCIES** Share with us the skills and knowledge that you have acquired |
| **Competency:**  **Description:**  **Share with us how you have displayed this competency:** |
| **Competency:**  **Description:**  **Share with us how you have displayed this competency:** |

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| **(H) MY QUALIFICATIONS** Please indicate your qualifications starting with your highest academic qualification | | |
| **Qualification type:**  **Course of study:**  **Institution:**  **Country of Study:** | **Classification:**  **I am currently studying**  **Title of certificate obtained:**  **Year of graduation:** | |
| **Qualification type:**  **Course of study:**  **Institution:**  **Country of Study:** | | **Classification:**  **I am currently studying**  **Title of certificate obtained:**  **Year of graduation:** |

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| **(I) AWARDS & PRIZES** | |
| **Year** | **Description** |
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| **(J) CCA/SPORTS** | |
| **Year Attended** | **CCA/Sports** (Please indicate position held or level of participation) |
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| **(K) MY PROFESSIONAL REGISTRATION** You can choose to tell us more about yourself here | |
| **Year of Registration** | **Professional Board** |
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| **(L) DECLARATION** |
| (1) I hereby give my consent to the relevant Government agencies to:  (a) Obtain and verify information from or with any source (including third parties) as may be deemed appropriate by the relevant Government agency for the purposes of assessing my application for internship; and  (b) Share my personal data set out in this application form and any other personal data subsequently provided by me in connection with my application for internship with other Government agencies for the purposes of internship and review of internship practices and for such personal data to be also used as part of de-identified and aggregated data for reporting purposes.  (2) I declare that all the information given by me in this application for internship and any additional documents attached hereto are true to the best of my knowledge and that I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of internship may be withdrawn or my internship with the Service may be terminated summarily.  By signing below, I hereby certify that I have read and understood all of the clauses above and that I agree to all of them.  Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |