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**Australian Embassy Tokyo**

**1. Personal**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **Surname** | | | | **Given Name(s)** | | |
| Click or tap here to enter text. | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| **Postal Address** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **City or Town** | | **Postcode** | | | | **Country** | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | | Click or tap here to enter text. | |
| **Contact Telephone No, (incl. country/area codes)** | | | | **Email address** | | | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | |
| **Nationality/Nationalities** | | | | | | | **Age** |
| Click or tap here to enter text. | | | | | | | Click or tap here to enter text. |
| **Do you have any special needs? (please specify)** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **University attending/attended:** | | | **Course of study:** | | | | |
| Click or tap here to enter text. | | | Click or tap here to enter text. | | | | |
| **Is the institution sponsoring your internship?** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Where did you hear about this internship program?** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Do you have experience travelling or living in Japan? (please provide details)** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **Are you insured? (please provide details)** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |

**2. Availability**

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| **Please state the time frame you are applying to intern (DD/MM/YY – DD/MM/YY. We accept periods of 8-12 weeks.)** |
| Click or tap here to enter text. |

**3. Referees** (Please provide the names of two referees who we may contact)

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| --- | --- | --- |
| **Referee 1** | | |
| **Referee’s Name and Organisation** | | |
| Click or tap here to enter text. | | |
| **Referee’s Relationship to Applicant** | | **Years of relationship** |
| Click or tap here to enter text. | | Click or tap here to enter text. |
| **Contact Number** | **Email** | |
| Click or tap here to enter text. | Click or tap here to enter text. | |
|  |  |  |
| **Referee 2** | | |
| **Referee’s Name and Organisation** | | |
| Click or tap here to enter text. | | |
| **Referee’s Relationship to Applicant** | | **Years of relationship** |
| Click or tap here to enter text. | | Click or tap here to enter text. |
| **Contact Number** | **Email** | |
| Click or tap here to enter text. | Click or tap here to enter text. | |

**4. Personal Statement & Curriculum Vitae**

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| **Please provide a brief statement explaining your interest in an internship at the Australian Embassy in Tokyo, outlining how your study or work experience will help you contribute to work at the Embassy**. |
| Click or tap here to enter text. Please limit to 100 words. |
| **I have attached my current CV of no more than two A4 pages.** |

**5. Key area of Interest**

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| **Using your persuasive written communication skills,** **please indicate your specific interests, language and computer skills.** |
| **(a) Area of specific Interest – E.g. Foreign Policy, Trade Policy, Trade promotion, Agriculture, Education, Resources and Energy, Administration, Accounting, Public and Cultural Affairs, Event Coordination** |
| Click or tap here to enter text. |
| **(b) English language ability** |
| Click or tap here to enter text. |
| **(c) Japanese language ability** |
| Click or tap here to enter text. |
| **(d) Computer skills** |
| Click or tap here to enter text. |

**6. Applicant Statement**

The above information, to the best of my knowledge, is true and correct. I consent to the Embassy collecting and using the information, and to relevant employers disclosing the information in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the internship I have applied for, and suitability to become an Embassy intern. I understand that misstatements or omissions in the selection process may result in a failure to secure an internship or immediate discharge if they are discovered.

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| --- | --- |
| **Signature** | **Date** |
|  |  |

You will only be contacted should you be successful in gaining an internship opportunity.