



# INTERNSHIP APPLICATION FORM

ACLEDA Bank Plc. is a leading commercial bank in Cambodia providing superior financial services to all segments of the community. ACLEDA Bank Plc. also provides the knowledge and work experience to the local and international students regardless of discrimination against race, religion, color, gender or national origin.

This application could be downloaded from website: [www.acledabank.com.kh](http://www.acledabank.com.kh).

**Note:** The acceptance of this application form does not imply that the students will be approved for internship at the bank.

## BASIC INFORMATION

Have you ever conducted an internship at ACLEDA Bank Plc. before?  Yes.  No. If yes, please specify the following points :

Date : .....

Topic : .....

Branch / Department / Division : .....

### Purpose of Internship

Thesis  Report  Other ( Please specify) .....

Topic : .....

Branch / Department / Division : .....

**Time of Internship**  Part Time (Please choose one)  Full Time

From 7.30 am To 12:00 pm

From 1:00 pm To 4:30 pm

Other .....

**Date of Internship:** From ...../...../...../ To ...../...../.....

## PERSONAL INFORMATION

**Name and Surname:** ..... **Sex:** .....

**Date of birth:** ..... **Place of birth (Only write city or state):** .....

**Race:** ..... **Nationality:** ..... **Marital Status:**  Single,  Married,  Other.....

**Phone Number** ☎ : .....

**Photo**

4x6

(Not later than 03 months)

**Education:** ..... **Academic Year:** ..... **Major:** .....

**Institution Name :** .....

**Permanent Address :** .....

**Work Experience (Please choose one)**  Yes.  No ( If yes, please specify below)

- .....

- .....

- .....

**PERSONAL INFORMATION**

**Name and Surname:** ..... **Sex:** .....  
Date of birth: ..... Place of birth (Only write city or state).....  
Race: ..... Nationality..... Marital Status:  Single,  Married,  Other.....  
Phone Number☎ : .....

**Photo**  
4x6  
(Not later than 03 months)

**Education:** ..... **Academic Year:** ..... **Major:** .....  
**Institution Name :** .....

**Permanent Address :** .....  
.....

**Work Experience** (Please choose one)  Yes.  No ( If yes, please specify below)  
- .....  
- .....  
- .....

**PERSONAL INFORMATION**

**Name and Surname:** ..... **Sex:** .....  
Date of birth: ..... Place of birth (Only write city or state).....  
Race: ..... Nationality..... Marital Status:  Single,  Married,  Other.....  
Phone Number☎ : .....

**Photo**  
4x6  
(Not later than 03 months)

**Education:** ..... **Academic Year:** ..... **Major:** .....  
**Institution Name :** .....

**Permanent Address :** .....  
.....

**Work Experience** (Please choose one)  Yes.  No ( If yes, please specify below)  
- .....  
- .....  
- .....

**PERSONAL INFORMATION**

**Name and Surname:** ..... **Sex:** .....  
Date of birth: ..... Place of birth (Only write city or state).....  
Race: ..... Nationality..... Marital Status:  Single,  Married,  Other.....  
Phone Number☎ : .....

**Photo**  
4x6  
(Not later than 03 months)

**Education:** ..... **Academic Year:** ..... **Major:** .....  
**Institution Name :** .....

**Permanent Address :** .....  
.....

**Work Experience** (Please choose one)  Yes.  No ( If yes, please specify below)  
- .....  
- .....  
- .....

## UNDERTAKING / DECLARATION

I would like to declare that all information and documents that attached with this application form are true, sufficient and legal. If not, even though I was approved for the internship, I agree with the Bank to terminate my internship without any resistance.

Date: ...../...../.....

Signature

Name.....

## APPLYING

### A- Document to be attached includes :

1. Internship Request Letter issued by the University / Institution by addressing to: **Senior Vice President & Head of Human Resources Division** (Hard Copied)
  2. Internship term and condition
  3. Questionnaires related to the topic to be researched at ACLEDA Bank Plc. (At most 30 questions)
- \* A copied of passport which is valid during the internship (for overseas intern)

### B- Address :

Submit via e-mail: [hr.develop@acledabank.com.kh](mailto:hr.develop@acledabank.com.kh) .

# Internship Terms & Conditions

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To make students's internship at ACLEDA Bank Plc. effective and smooth, the interns must comply with the following terms and conditions :

## 1. Terms and conditions before internship

The topics to be orientated to the interns before conducting an internship

- a. History, vision and mission, ACLEDA Bank's work culture
- b. ACLEDA Bank's organizational structure
- c. ACLEDA Bank's products and services
- d. Preparing good manners in ACLEDA Bank compus
- e. Disciplinary measure, order and hygiene in ACLEDA Bank compus
- f. Research study and adherence to good morality in ACLEDA Bank compus.

## 2. Terms and conditions during internship

### a. *Discipline and regulation*

- Male students have to shave their beards properly. Female students have to make their hairs tidy.
- Both sex students have to wear student uniforms (white or light blue long or short sleeved shirts) with black or dark blue skirts (for female) and with black or dark blue pants (for male).
- Both sex students have to wear ID card provided by ACLEDA Bank at its compus.
- Use soft and sweet speech, smiling face for every communication.
- Abide by the bank's discipline, internal regulations as well as internship policy and procedure.
- Both sex students have to be punctual as scheduled by signing on the attendant list properly. In case of absence, the students have to inform via E-mail, SMS... to the trainer of internship, but **not more than 3 days** for whole internship period. **The interns will not be awarded internship certificates if the leave permission exceeds the above mentioned.**

### b. *Leave taking with permission*

If the interns took leave without permission, human resources division of ACLEDA Bank Plc. has the right to take their names out of internship list and internship certificates won't be awarded.

### c. *Internship abandon request*

#### c.1 *Before internship*

If the interns have not yet to conduct an internship and wish to abandon internship, the interns have to inform by making a written request via E-mail, SMS ... for internship abandon as below:

- If the students conduct an internship at Headquarters, Branches around Phnom Penh or Local Subsidiaries, the students have to inform to HR Development Unit of Human Resources Division before the date of internship.
- If the students conduct an internship at branches, the students have to inform to branch administrative officer "A" of ACLEDA Bank Plc. before the date of internship.

#### c.2 *During internship*

If the interns are conducting an internship and wish to abandon internship, the interns have to inform by making a written request via E-mail, SMS ... to the trainer of inthership before the date of abandon.

### d. *Documents using*

The interns are allowed to do a research only through reading or recording from the bank's operating manuals, procedures, guidelines and other documents (keep confidential). **The bank does not allow the interns to take the above documents away from its compus or make a partial copy via phone / camera... of any parts except the documents for public release.**

**3. Terms and conditions after internship**

- A- After completing an internship, the interns must prepare a draft of thesis / summary report of what they have learnt during internship to their trainers for knowledge evaluation.
- B- The interns must submit one book or report (copy) of successful thesis to ACLEDA Bank Plc.

I have hereby read, understood and agreed to the above terms and conditions.

At....., date.....

**Signature**

**Signature**

**Signature**

Name(1).....

Name(2).....

Name(3).....

**Signature**

Name(4).....