

## COMPANY PROFILE/ QUESTIONNAIRE



### 1. GENERAL COMPANY INFORMATION

#### 1.1 Company Details

Company Name:

Other Trading Name(s) if applicable:

Address:

Telephone No:

Fax No:

General E-mail Address:

Web Page:

Company Registration No:

Date of Registration:

Number of Employees:


Number of Interns:

#### 1.2 Registered Address (if different from above)

#### 1.3 Company Contacts

Name	Email & Contact Number
Director/Supervisor:	
Overall Responsibility for Intern Program:	
Overall Responsibility for Project Delivery:	
Person completing this questionnaire:	

Other:	
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<b>COMPANY PROFILE/ QUESTIONNAIRE</b>	
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<b>2. WORK INFORMATION</b>
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**2.1 Please briefly describe the core activities of your business, together with names of any trade products/services for which you are an "approved installer/ supplier"**

<b>2.2 Work Available for Intern(s)</b>				√	Example
<input type="checkbox"/> General Office Work	<input type="checkbox"/> Management	<input type="checkbox"/> Graphic/ Web Design	<input type="checkbox"/>	<input type="checkbox"/>	IT
<input type="checkbox"/> Accounting	<input type="checkbox"/> Marketing	<input type="checkbox"/> Fashion Design	<input type="checkbox"/>	<input type="checkbox"/>	Health Services
<input type="checkbox"/> Other:					

<b>2.5 Information of Internship</b>
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Type:	Work Hour:
<input type="checkbox"/> Paid <input type="checkbox"/> Non-Paid	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

<b>2.5 Skills Required</b>
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English (Verbal):	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Business	<input type="checkbox"/> Native
English (Writing):	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Business	<input type="checkbox"/> Native
Education:	<input type="checkbox"/> High School	<input type="checkbox"/> BA/BS	<input type="checkbox"/> MA/MS
Knowledge in Software:			
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Adobe Illustrator	<input type="checkbox"/> AutoCAD
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> Adobe InDesign	<input type="checkbox"/> HTML
<input type="checkbox"/> Other:			

