

Enhancing employability and capacity of **fresh graduates** for a better **professional career**

HASHOO
FOUNDATION
TOGETHER WE MAKE A DIFFERENCE!



Hashoo Foundation

Internship Program

Hashoo Foundation (HF) provides a grooming platform to young graduates, through its internship program to equip and train our youth in skills required for a successful career in the development sector.

Objectives

- To enhance employability and capacity of fresh graduates for a better professional career
- Improve or develop skills and expand knowledge of a specific field
- Engage fresh graduates in acquiring additional knowledge and provide them with a real work life experience

Eligibility

Completed sixteen years of education from recognized universities or degree awarding institutions. Priority will be given to the fresh graduates who do not have any prior experience of internship in HF or any other organization. **The internship is, however, in no way an offer of employment on a formal job.**

Duration

The duration of internship will be of four months. The intern will, however, have liberty to leave the program at any stage on 7 days' advance notice. Internship duration will not exceed four month under any circumstances.

Stipend

The interns will be paid a monthly stipend of Rupees Six Thousand (all inclusive) during the course of internship.

Application

Deadline

for cycle 3/2011-12

Interested candidates need to send the application form

before

20th February, 2012

at

hr@hashoofoundation.org

Hashoo Foundation

House # 7-A, Street # 65, F-8/3

Islamabad, Pakistan

Tel: +92 51 2287712-16 Fax: +92 51 2287718

www.hashoofoundation.org

APPLICATION FORM FOR INTERNSHIP

Personal details

Name	<input style="width: 100%;" type="text"/>
Father Name	<input style="width: 100%;" type="text"/>
Date of Birth (D/M/Y)	<input style="width: 100%;" type="text"/>
Gender	<input style="width: 100%;" type="text"/>
Postal Address	<input style="width: 100%;" type="text"/>
Phone	<input style="width: 100%;" type="text"/>
Cell No	<input style="width: 100%;" type="text"/>
E-mail	<input style="width: 100%;" type="text"/>

Education

<u>Degree</u>	<u>Year</u>	<u>Majors/Specialization</u>	<u>Institution</u>	<u>Marks/Grade</u>

Internship & Volunteer Experience

<u>Organization</u>	<u>Position</u>	<u>Duration</u>	<u>Major Responsibilities</u>

Languages

Reading Speaking Writing

Urdu	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
English	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Motivation Statement

What are your expectations?

What are your professional plans?

You are interested in (Please tick on the relevant box)

- Program Development Department
- Enterprise Development Department
- Social Welfare Department
- Skill Development Department
- Education Department*
- Special Education Department*
- Communication Department
- Monitoring Evaluation and Research Department
- Human Resources Department
- Finance Department
- Admin Department
- MIS/IT Department

Is there a project of special interest to you?

Where did you hear about our Internship Program(Please tick on the relevant box)

- HF website
- University
- NGO Google Group
- HRDN website
- Other (please specify)

Other Comments

Thank you for your interest in Hashoo Foundation.

Name

Date