

**APPLICATION FOR RESEARCH INTERNSHIP & TRAINEES**

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| **Terms and Conditions**   1. This form should be completed, duly signed and submitted to the Corporate Development (CD) Department:   Local candidate - At least 20 working days prior to the proposed start date  Foreign candidate - At least 60 working days prior to the proposed start date   1. The application will be reviewed by Management within 20 working days. The candidate is not allowed to start the internship prior to the approval of the application. 2. Interns and research trainees **must** observe TLL’s working hours: 8.30am – 6pm (Mon – Fri). Interns on a part time basis should provide their schedule to their respective supervisors after their onboarding. 3. **Applicable to RIT Global programme only** 4. A foreign candidate should satisfy the following criteria:  * not a returning intern; * in penultimate or last year study of a relevant bachelor’s/master’s degree; * keen to join TLL as a Junior Research Fellow (JRF); * able to undergo internship in TLL for 8 to 24 weeks; * has not accepted any offer of employment or postgraduate studies.  1. A foreign candidate’s application will also be subject to the Ministry of Manpower’s (MOM) approval of a Training Employment Pass (TEP) or Work Holiday Pass. For TEP applicants, the internship must be a compulsory component of the degree course, and the internship period is capped at 12 weeks as **TEP is non-renewable**. CD will provide the list of documents required for TEP application once approval for internship application is obtained. 2. A foreign intern is required to:  * provide his own medical and travel insurance coverage * make his own housing arrangements |

**Note to Candidate**

Please complete Section 1 and attach a copy of the following documents:

* Examination result slips or transcript (Year 1 Semester 1 to most recent)
* Certificate of highest qualification awarded
* Resume

Should your application be successful, you will be required to submit the following:

* NRIC (front and back)
* Page(s) in passport with personal particulars (applicable to foreigner)
* Student’s Pass issued by Immigration & Checkpoints Authority, Singapore (if applicable)
* Student matriculation/ID card
* $50 deposit (if applicable, terms & conditions apply)
* Bank details

# Section 1 (For Candidate)

Proposed internship period[[1]](#footnote-2):Click or tap to enter a date. To Click or tap to enter a date.

1. **PERSONAL PARTICULARS** (To be completed in **BLOCK** letters)

|  |  |
| --- | --- |
| **Salutation** Choose an item.  **Name as per NRIC/Passport (Underline Surname, include Aliases)**  Click or tap here to enter text. | **Handphone No**.Click or tap here to enter text. |
| **Home Tel No**.Click or tap here to enter text. |
| Personal Email Address  Click or tap here to enter text. | **Nationality** Choose an item.  **Please indicate your Nationality if you select ‘Others’**  Click or tap here to enter text. |
| **Citizenship** Click or tap here to enter text.  **SG Citizenship Date** Click or tap to enter a date. |
| **Country of Birth**  Click or tap here to enter text. | **Date of Birth (dd/mm/yyyy)**  Click or tap to enter a date. |
| **Residential Address**  Click or tap here to enter text.  **Postal Code: Singapore** Click or tap here to enter text. | |
| **Home Address *(applicable to foreigner)***  Click or tap here to enter text. | |
| **In case of emergency, please contact**   |  |  | | --- | --- | | **Name** | Click or tap here to enter text. | | **Local Contact No.** | Click or tap here to enter text. | | **Relationship** | Click or tap here to enter text. | | |
| 1. **EDUCATION** | |
| **Current Institution *(interns only)***  Click or tap here to enter text. | **Latest CAP / CGPA**  Click or tap here to enter text. |
| **Department / Faculty / School *(interns only)***  Click or tap here to enter text. | **Highest qualification awarded / to be awarded**  ***(for* *Research Trainee and other role)***   |  |  | | --- | --- | | **MM/Year of graduation** | Click or tap here to enter text. | | **Qualification** | Click or tap here to enter text. | | **Institution** | Click or tap here to enter text. |   *Please provide supporting documents eg. Transcripts, certificate.* |
| **Current Academic Year (1st, 2nd etc) *(interns only)***  Click or tap here to enter text. |
| **Qualification to be awarded *(interns only)***   |  |  |  | | --- | --- | --- | | **Year** | | Click or tap here to enter text. | | **Qualification** | | Click or tap here to enter text. | | **Institution** | Click or tap here to enter text. | |   Click or tap here to enter text. |
| **Scholarship received *(if any)***  Click or tap here to enter text. |
| **Period of previous internship in TLL *(if any)***  Click or tap here to enter text. | **Hosting PI/RI in previous internship *(if any)***  Click or tap here to enter text. |

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| 1. **Briefly describe yourself in a paragraph.**   Click or tap here to enter text. |
| 1. **Why do you prefer TLL to the other research institutes?**   Click or tap here to enter text. |
| 1. **Have you ever participated in any Science attachment, competition, exhibition, workshop etc? If yes, please provide details.**   Click or tap here to enter text. |
| 1. **Do you foresee that you will have other commitments (e.g. school, CCAs, camps, competitions, travelling etc) and be absent from the internship at times? If yes, please provide details and frequency.**   Click or tap here to enter text. |
| 1. **How did you get to know about TLL?**   Click or tap here to enter text. |

1. **PREFERRED PROJECT AND LAB**

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| --- | --- | --- | --- | --- |
| **Please check the box and indicate the assigned project name and researcher below, if you are already assigned with a project / lab, and do not wish to be posted to another laboratory.**  Click or tap here to enter text.  Otherwise, please complete one of the two questions below:   1. ***For RIT Singapore and Global Programme applications only***   Please refer to TLL’s website on the projects available and indicate your 2 preferred choices.   |  | | --- | | 1. Click or tap here to enter text. | | 1. Click or tap here to enter text. |  1. ***For (Undergraduate) Research Trainees and other Internship programmes applications***   Please refer to TLL’s website and list 2 TLL researchers that you are interested in working with and share the reason for your choice.   |  | | --- | | 1. Click or tap here to enter text. | | 1. Click or tap here to enter text. | |

# REFEREES

Please provide particulars of two academic referees who are not related to you. They should be responsible persons who know you well with regards to your character and work performance. TLL may contact the referees stated.

|  |  |  |
| --- | --- | --- |
| **Referee 1** | | |
| **Salutation**  Choose an item. | **Name**  Click or tap here to enter text. | **Years Known**  Click or tap here to enter text. |
| **University / Institution**  Click or tap here to enter text. | | **Position**  Click or tap here to enter text. |
| **Address**  Click or tap here to enter text. | | **Office No**  Click or tap here to enter text. |
| **Handphone No**  Click or tap here to enter text. |
| **Relationship**  Professor Lecturer Teacher  Others, **pls indicate** Click or tap here to enter text. | | **Email**  Click or tap here to enter text. |

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| **Referee 2** | | |
| **Salutation**  Choose an item. | **Name**  Click or tap here to enter text. | **Years Known**  Click or tap here to enter text. |
| **University / Institution**  Click or tap here to enter text. | | **Position**  Click or tap here to enter text. |
| **Address**  Click or tap here to enter text. | | **Office No**  Click or tap here to enter text. |
| **Handphone No**  Click or tap here to enter text. |
| **Relationship**  Professor Lecturer Teacher  Others, **pls indicate** Click or tap here to enter text. | | **Email**  Click or tap here to enter text. |

1. **OTHER INFORMATION**

Please answer the following questions by deleting whichever is not applicable. You may provide more details on a separate sheet of paper.

|  |
| --- |
| 1. **Have you previously applied for internship / employment with Temasek Life Sciences Laboratory (TLL)?**   Choose an item.    **If Yes, please state date of last application and position applied for:**  Click or tap here to enter text. |
| 1. **Are you related to Board/committee members, staff and non-staff in TLL and associated companies?**   Choose an item.  **If Yes, please state name, relationship, position:**  Click or tap here to enter text. |
| 1. **Is there any assistance or support you require to effectively perform the duties of this internship (e.g. modifications to your work environment, specific tools, specific adjustments, or any other forms of support, etc.), please feel free to share your requirements with us.**   Choose an item.  **If Yes, please give details:**  Click or tap here to enter text. |
| 1. **Is there any additional information you believe is pertinent to your application that you feel may impact your ability to fulfil the responsibilities of the role?**   Choose an item.  **If Yes, please explain:**  Click or tap here to enter text. |

1. **DECLARATION**

* **I have read and agree to the terms and conditions as stated on Page 1.**
* **I confirm that the information provided in this section is true to the best of my knowledge and belief, and that I have not willfully suppressed any material fact.**
* **I acknowledge and agree that my personal details shall be used by TLL for the purpose of administration and processing of this application, in accordance with the Personal Data Protection Act 2012.**
* **I agree that in the course of my internship/attachment, my photographs/electronic media may be shared on TLL’s social media platforms (e.g. Website and LinkedIn pages) which are accessible to the general public, to which I shall grant my permission and consent for publicity purposes.**

***Indicate Full Name and Last 4 digit of NRIC***

Click or tap here to enter text.

**By checking this box, you are confirming that all information provided is true and accurate, and you have read, understood and agree to the terms and conditions offered by TLL.**

--You are not required to PDF the document--

# Section 2 (For Hosting PI)

1. **INTERNSHIP PROGRAMME**

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| Check this box if this application is for **Research Trainee\*** role and skip the rest of the questions in Section 2(A).  *\*Research Trainees are students who have recently graduated from junior colleges or schools with an Integrated Programme. This initiative aims to inspire and guide the younger generation towards pursuing a degree in life sciences at the university level. CD team will advise accordingly.* |
| 1. **Is the intern to your laboratory on a full-time basis (Mon - Fri, 8.30 am – 6.00 pm)?** Choose an item. |
| 1. **Please select the internship program for this application *(you can select more than 1)***  |  |  | | --- | --- | | 1. Research Internship @ TLL (RIT) – Singapore 2. Research Internship @ TLL (RIT) – Global 3. Graduate Internship @ TLL (GIT) 4. Undergraduate Research Opportunities Programme in Science (UROPS), NUS | 1. Final-Year Project (FYP) 2. Non-TLL PhD student (NTU / NUS) 3. REsearch Attachment Programme (REAP) 4. Corporate Internship Programme (CIT) |   **Others, please specify** Click or tap here to enter text. |

1. **LAB DETAILS**

|  |  |
| --- | --- |
| **Hosting PI/RI’s Name**  Click or tap here to enter text. | **Mentor’s Name & Position[[2]](#footnote-3)**  ***(Preferably RO and above. Otherwise, pls justify)***  Click or tap here to enter text. |
| **Access[[3]](#footnote-4) to respective facilities**  ***(please specify, if require additional access)***  Click or tap here to enter text. | **Cost centre[[4]](#footnote-5) for access card and any costs incurred**  ***(for grant funding cost center, pls check with GIPA &***  ***ensure that interns’ consumables/salary is supported)***  Click or tap here to enter text. |

1. **PROJECT PROPOSAL**

Please *attach* a project proposal (at least 1 full page) to this form (Refer to **Annex A - Project Proposal** for template). The proposal may be submitted to MOM, Inland Revenue Authority of Singapore (IRAS) and the candidate’s institution.

1. **DECLARATION**

* **Are you related to the candidate (e.g. family member, relative)?** Choose an item.

**If yes, please specify:** Click or tap here to enter text.

* I understand that the intern is required to observe TLL’s working hours (8.30 am – 6.00 pm, Mon – Fri).
* I will ensure that the intern observes care and adheres to TLL’s guidelines when using the facilities (e.g. confocal microscopes, DNA Sequencing Lab, equipment).
* I will seek Management’s approval should the intern be required to undergo a checkup or attend a course related to the internship.

**By checking this box, you are confirming that all information provided is accurate, and you have read, understood and agree to the terms and policies.**

--You are not required to PDF the document--

# Section 3 FOR OFFICAL USE ONLY

**Received date**: Click or tap to enter a date.

**Prepared by:** Click or tap here to enter text.

**CD’s Recommendation**

|  |  |
| --- | --- |
| **Proposed internship / attachment period** | Click or tap to enter a date.To Click or tap to enter a date. |
| **Allowance / Salary** | Choose an item.  **If Yes, indicate amount** Click or tap here to enter text.  **Other allowance *(if any)***Click or tap here to enter text. |
| **Grant funded intern / Research trainee?** | Choose an item.  **If Yes, PI needs to provide supporting document (eg. Email) to confirm that any consumables / expenses utilized can be funded** |
| **Number of paid interns[[5]](#footnote-6) hosted in Financial Year**  Click or tap here to enter text. | Choose an item.  **If more than 2, please justify** Click or tap here to enter text. |
| **Other unpaid interns / Visiting Scientists (VS) / Guest Researchers (GS) in the same laboratory to be hosted during the period of the applicant’s internship / attachment** | Choose an item.  **Ratio of staffs to interns / VS / GS** Click or tap here to enter text. |
| **Type of security pass granted**  **(Refer to Annex C for detailed info)** | Choose an item.  **Additional access required, with justification**  **(respective facilities, e.g. plant growth chamber etc.)**  Click or tap here to enter text. |
| **$50 Deposit for security pass** | Choose an item. |
| **Personal accident insurance coverage** | Choose an item. |
| **Justification & Remarks** | Click or tap here to enter text. |

***Management’s Approval***

|  |  |
| --- | --- |
| **Application approved** | Choose an item. |
| **Approver’s Name**  ***(CD’s Team Leader)*** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **Comment (if any)** | Click or tap here to enter text. |

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## **Annex A - Project Proposal**

* *Please include the following information in your project proposal and submit it as a supporting document for the Internship Application Form.*
* *If this is a grant project, please attach supporting doc (eg. Email) from Grants and Intellectual Property Administration (GIPA) Department to confirm that the grant can be used to support this internship/attachment.*
* *\*Please indicate NA if you have no preference and open to all options available*

|  |  |
| --- | --- |
| **Date of Submission** | Click or tap to enter a date. |
| **PI** | Click or tap here to enter text. |
| **Mentor, Designation**  *(****Preferably RO and above****. Otherwise, pls justify)* | Click or tap here to enter text. |
| **Preferred Institutions\***  *(pls indicate NA if you are open to all)* | Click or tap here to enter text. |
| **Preferred Educational Level\***  ***Eg. Polytechnic, PhD*** | Click or tap here to enter text. |
| **TLL’s Internship Programme\*** | Click or tap here to enter text. |
| **Cost Center** | Click or tap here to enter text. |
| **Proposed internship/attachment period\*** | Click or tap here to enter text. |
| **Skills required** | Click or tap here to enter text. |
| **Job Requirements** | Click or tap here to enter text. |
| **[For polytechnic internships only]**  **Suitable for students with special**  **educational needs?**  *(Polytechnics are moving towards building an inclusive and diverse society. Lecturer will work with PI to support students with special educational needs)* | Choose an item. |
| **Project Details** | |
| **Title** | Click or tap here to enter text. |
| **Objectives** | Click or tap here to enter text. |
| **Methodology** | Click or tap here to enter text. |
| **Description** | Click or tap here to enter text. |
| **Additional information (if any)** | Click or tap here to enter text. |

## **Annex B (For CD Completion)**

List of Interns / Visiting Scientists (VS) / Guest Researchers (GS) in the same laboratory to be hosted during the period of the applicant’s internship / attachment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/No | Name | Designation | Start Date | End Date |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
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## **Annex C – Types of Access Pass (For Reference only)**

**Security Access for Interns, Visiting Scientists and Guest Researchers**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Smart Card** | **Basic Card** | **Remark**  **(upon Management’s approval)** |
| Interns and Visiting Scientists on attachment on full-time\* basis for more than 3 months | ✓ |  | * Access to main building. * Access to facilities (upon request by PI). * Withdrawal of items from general store may be allowed. |
| Interns and Visiting Scientists on attachment on full-time\* basis for up to 3months |  | ✓ | * Access to main building from *front entrance only*. * Access to facilities must be *accompanied by the mentor*. * Withdrawal of items from general store is not allowed. |
| Interns on attachment on part-time basis |  | ✓ | * Access to main building from *front entrance only*. * Access to facilities must be *accompanied by the mentor*. * Withdrawal of items from general store is not allowed. |
| Guest Researchers to use microscopy rooms, DNA Sequencing Lab etc |  | ✓ | * Access to main building from *front entrance only*. * Withdrawal of items from general store is not allowed. |

**Note:**

\*8.30 am - 6.00 pm, Monday - Friday

A Visiting Scientist refers to a visitor attached to a laboratory on a full-time\* basis; a Guest Researcher typically visits TLL to use the facilities on a part-time basis.

1. The final internship period will be determined at the discretion of TLL Management. [↑](#footnote-ref-2)
2. Mentor assigned must be a TLL staff member. Please ensure that the overall number of lab to intern ratio is 1:1. Justification is required if ratio of [↑](#footnote-ref-3)
3. This is subject to Management’s approval in view of risks and security considerations. Please refer to [Annex C- Types of Access Pass](#_Annex_C_–) for information on security access for interns. [↑](#footnote-ref-4)
4. Please ensure that the cost centre is correct. You may wish to consult departments such as Finance, Grants and Intellectual Property Administration etc. [↑](#footnote-ref-5)
5. Excluding this applicant and REAP intern and grant funded interns [↑](#footnote-ref-6)