

INTERNSHIP APPLICATION FORM

ACLEDA BANK PLC., a leading and the most trusted commercial bank serving all segments of the community. We offer valuable learning and practical work opportunities for local and international students, embracing diversity and inclusion regardless of race, religion, gender, color, or national origin.

This application may be downloaded from our official website: www.acledabank.com.kh.

Note: Submitting this application does not guarantee placement; approval is based on the bank's criteria and availability.

Personal Data

Surname and Given Name: _____ Gender: ☐ Male ☐ Female

Date of Birth: ____/____/____ Place of Birth (City or State Only): _____

Nationality: _____ Marital Status: ☐ Single ☐ Married ☐ Other, please specify: _____

Permanent Address: _____

Contact Number ☎ : _____

Current Field of Study/Degree: _____ Academic Year: _____

Institution of Name: _____

Do you have any work experience? ☐ Yes ☐ No If yes, please provide three work experiences below:

1. _____ 2. _____ 3. _____

Propose of Internship: ☐ Thesis ☐ Report Writing ☐ Other, please specify: _____

Topic/Focus: _____ Location/Branch Name: _____

Preferred Time of Internship: ☐ Part Time ☐ Full Time Preferred Duration: From ____/____/____ To ____/____/____

Previous Internship

Have you previously completed an internship at ACLEDA Bank? ☐ Yes. ☐ No. If yes, please provide details below:

End Date: ____/____/____ Duration: _____ Month (s)

Topic/Focus: _____

Location/Branch Name: _____

Declaration

I confirm that all information and documents provided are true and valid. I accept that any false information may lead to immediate termination of the internship without objection.

[Signature Here]

Name: _____

Date: ____/____/____

Submission

Required documents to be attached:

1. Internship Request Letter issued by the University/Institution
2. Signed Internship Terms and Conditions
3. A copy of passport which is valid during the internship (for overseas interns only)

Submit via email to hr.develop@acledabank.com.kh or <https://t.me/InternshipACLEDA>

Internship Terms and Conditions

To ensure the internship program is conducted effectively and professionally, all interns are required to comply with the following terms and conditions:

1. Pre-Internship Requirements

Before commencing the internship, all interns must complete an orientation covering:

- ACLEDA BANK PLC 's history, vision, mission, and corporate culture
 - Organizational structure
 - Overview of products and services
 - Expected standards of behavior and professionalism on the Bank's premises and Local Subsidiaries.
 - Disciplinary measures, codes of conduct, and hygiene requirements
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2. Professional Conduct and Discipline

- **Personal Appearance:**
 - Male interns must maintain a clean-shaven appearance and neat grooming
 - Female interns must keep their hair tidy and professional
 - Interns must wear neat, smart casual attire appropriate for a formal workplace.
 - Bank-issued identification badges must be worn visibly at all times
- **Behavior:**
 - Maintain a courteous, respectful, and professional demeanor
 - Communicate politely, using positive language and demeanor at all times
 - Adhere strictly to all internal regulations, disciplinary rules, and the internship policy and procedures
- **Attendance and Punctuality:**
 - Interns must sign the attendance sheet daily and arrive punctually as scheduled
 - Leave of absence must be communicated and obtained approval in advance
 - The total permitted absence during the internship must not exceed three days. Exceeding this limit will result in forfeiture of the internship certificate.
 - Unauthorized absence will result in immediate removal from the program
- **Internship Withdrawal:**
 - Interns wishing to withdraw from the program must submit a written notification via email to hr.develop@acledabank.com.kh or <https://t.me/InternshipACLEDA>

- **Use of Bank Documents:**

- Interns may access to internal manuals, procedures, and guidelines strictly for research and learning purposes within the Bank's premises or Local Subsidiaries.
- Copying, photographing, or removing any internal documents is strictly prohibited, except for materials officially approved for public release.
- Upholding ethical research practices and maintaining high standards of morality.

3. Post-Internship Requirements

- Interns must prepare and submit a draft thesis or summary report outlining the knowledge and experience gained during the internship to their assigned trainer for review
- A final copy of the completed thesis or report must be submitted to ACLEDA BANK PLC. upon successful completion of the internship

Acknowledgement

I have read, understood, and agree to comply fully with the Internship Terms and Conditions of ACLEDA BANK PLC.

Signature below

Full Name: _____

Date: ____ / ____ / ____