



MSA Internships & Department Experience Application Form

For more information: <http://msa.monash.edu/Campus-Life/Volunteering/MSA-Mentorship-Program>

Personal details - Please write legibly

Student ID number

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Surname: _____ Given Names: _____

Date of Birth: ____ / ____ / ____ Home Phone Number: _____

Mobile number: _____

Student email address (must be a Monash address): _____@student.monash.edu

Postal Address for correspondence: _____

Course details

Course Name: _____ Course Code: _____

Course Start Date: _____ Current Year of Study: _____

Expected Completion Date: _____ Course Status (choose one): Part Time / Full Time

If you are planning to complete your chosen position as part of a placement unit, please select the *MSA Work Placement and Internship Program* below.

Which MSA Position you are applying for? Please Tick (you must only apply for one)

Position	Internship (Part of a Unit you are studying)	Learning Experience (Volunteer Position)
Office Administration (Short Courses) Department Experience Only		
Office Administration & Marketing (Short Courses) Department Experience Only		
Finance (Accounting)		
Student Theatre: Assistant to the Artistic Director		
Student Theatre: Assistant to the Technical Manager		
Student Theatre: PR & Marketing		

Please provide your three most preferred experience periods – Use relevant position terms / semester
(EG: 1st Preference, Term 1: January – February, 2nd Preference, Term 4: July-August)

Preference	Term Number	Month/s
1 st Preference		
2 nd Preference		
3 rd Preference		

Method of Completion: How do you plan to complete the MSA Learning Experience?

Preference	Please Circle	Days Per Week	Further Details (Start date, end date)
1 st Preference	Full Time/Part Time		
2 nd Preference	Full Time/Part Time		
3 rd Preference	Full Time/Part Time		

Supporting documentation (please attach following documents with your application and tick box below)

- Curriculum Vitae
- A cover letter of no more than 500 words (minimum size font size of 12) double spaced showing a proven interest in the work and mission of the MSA department you are applying for. The cover letter must address the selection criteria. Please indicate if you wish to complete the MSA Mentor program as part of a placement unit. Please indicate which faculty and the unit code.

Applicant's Declaration

- I declare that the information provided on this form and the information given to support my application is correct and complete.
- I acknowledge that the Monash Student Association reserves the right to vary or reverse any decision on the basis of incorrect or incomplete information.

Signature of Student Applicant

Printed Name of Student Applicant

Date (dd/mm/yyyy)

Please return DIRECT by Post or email:
MSA Volunteer Coordinator
E: stefanie.maccar@monash.edu

A: Monash Student Association
Level 1, 21 Chancellors Walk
Monash University, Clayton VIC 3168