



Ref:

Date:

Sub: **Application Form for Internship**

Dear Mr/Ms. \_\_\_\_\_,

We appreciate your enthusiasm in requesting for an internship, at our Callidus Legal office, located at \_\_\_\_\_.

In order to consider your request and to complete our firm's internship formalities, we require you to fill out the below Internship Form. This will enable us to understand you and your area of interest; what you expect from this internship; your reasons for applying for this specific area for internship; it was also equip us in dealing with you during the internship and to assist you in achieving your objective.

Once you have filled out the details below, kindly email the same to our Managing Partner [joy@calliduscmc.com](mailto:joy@calliduscmc.com), for final consideration and approval.

If you have not already provided us with your CV/Resumé, kindly forward the same to us, at the above email addresses.

**Internship Form**

|    |   |   |  |
|----|---|---|--|
| I  | <u>PERSONAL INFORMATON</u>                                |   |  |
| 1. | <i>Full Name (with title)</i>                             | : |  |
| 2. | <i>Age</i>  | : |  |
| 3. | <i>Permanent Address</i>                                  | : |  |
| 4. | <i>Phone/Mobile No</i>                                    | : |  |
| 5. | <i>Personal e-mail ID</i>                                 | : |  |
| II | <u>COURSE DETAILS</u>                                     |   |  |
| 1. | <i>Name of the Educational Institute and its location</i> | : |  |
| 2. | <i>Current Course details (Year/Semester)</i>             | : |  |
| 3. | <i>Recent curricular or co-curricular Achievements</i>    | : |  |

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|     |   |   |  |
|-----|---|---|--|
| III | <u>INTERNSHIP INFORMATION</u>   |   |  |
| 1.  | <i>Reason for applying for an internship with our Firm, in any specific area of practise</i>                | : |  |
| 2.  | <i>How did you learn about the chosen field, for your internship</i>  | : |  |
| 3.  | <i>What was your source of information, in knowing that, our Firm deals in this area of legal practise</i>  | : |  |
| 4.  | <i>Tentative dates or duration of the internship</i>  | : |  |
| 5.  | <i>What is your expectation from this internship</i>  | : |  |
| 6.  | <i>Do you have any prior knowledge or exposure in the chosen internship field?</i>                          | : |  |
| 7.  | <i>Areas of practise dealt with in prior internships, if any</i>  | : |  |
| 8.  | <i>Legal experience gained from prior internships – brief litigation or non-litigation exposure, if any</i> | : |  |

In case we approve your request and for any reason you are unable to attend our office on the given dates, kindly intimate us, without delay.

We look forward to receiving the duly filled form and other details as requested.

Kind Regards,

Callidus Legal