

NAME : PASSPORT / IC No :

HOME ADDRESS :

TEL NO : HP NO : E-MAIL :

STUDENT ID : NATIONALITY : AGE :

COLLEGE / U : COURSE :

ADDRESS :

LECTURER NAME : TEL NO : FAX NO :

HP NO : E-MAIL :

INDUSTRIAL TRAINING DURATION : months / weeks PERIOD : until

WHOM TO NOTIFY IN CASE OF EMERGENCY :

TEL NO : HP NO :

MEDICAL RESTRICTIONS & ALLERGIES :

Attachment A

- Bolehkah kami membuat susulan dengan penyelia/pensyarah anda?
May we refer with your lecturer/supervisor? Ya / Tidak
Yes / No
- Dari sumber manakah anda mengetahui mengenai kekosongan jawatan yang dipohon?
How did you know about this program?
 Akhbar Newspaper
 Radio Radio
 Internet Internet
 Lain Others
- Adakah anda pernah menghidapi atau sedang menghidapi apa-apa penyakit yang serius?
Have you suffered from or is currently suffering from any serious illnesses?
.....
- Adakah anda pernah menghidapi atau sedang menghidapi apa-apa penyakit mental?
Have you suffered from or is currently suffering from any mental illnesses?
.....
- Adakah anda menghidapi apa-apa ketidakupayaan fizikal?
Are you suffering from any physical disabilities?
.....
- Adakah anda pernah dibuang kerja oleh majikan Latihan Industri anda sebelum ini?
Have you ever been dismissed from your previous internship placement?
.....

PENGAKUAN / DECLARATION

Saya sahkan bahawa semua keterangan di atas adalah benar dan jika selepas ditawarkan penempatan, saya didapati membuat keterangan palsu, Zoo Negara mempunyai hak untuk menamatkan Program Latihan Industri saya.
I declare that the above information is true to the best of my knowledge and in after engagement, it is found that I have made a false declaration on the form, Zoo Negara reserves the right to terminate my Internship Program.

Tandatangan / Signature :

Tarikh / Date :

SILA LIHAT MUKASURAT SEBELAH
Please see the next page

RULES & REGULATIONS

1. Email completed form to internship@zoonegaramalaysia.my and wait for a confirmation letter. Name tag must be worn at all times in the zoo premises; tags must be surrendered at the Security Post daily at 5.00 pm on working day. Practical trainee will be fined RM5.00 if tag is lost.
2. Practical trainees are not allowed in the zoo premises after 5.00 pm unless with permission from the Administration Department.
3. Working hour 8.00 am – 5.00 pm; break at 10.00 – 10.20 am and at 12.00 – 1.00 pm or 1.00 – 2.00 pm; Friday 12.30 – 2.45 pm (Muslim male only).
4. Off days may be taken in accordance to the dates prepared by the department; one and a half days off in a week.
5. Practical trainees may take public holidays in accordance to the dates prepared by the department.
6. Practical trainees are not allowed to enter other departments / sections unless with permission from Heads of Departments or Supervisors.
7. Strictly no photography or video recording unless with permission from the Administration Department.
8. Practical trainees are not allowed to feed the animals or enter enclosures unless with permission from Heads of Departments or Supervisors.
9. Only suitable attire is permitted allowed in the zoo; covered shoes, trousers and no sleeveless shirts.
10. Dyeing hair is not permitted.
11. The management of Zoo Negara, the Malaysian Zoological Society and its employees will not be responsible for any loss, claims, damage and injury to the practical trainee and personal property.
12. Practical trainees are not allowed to record other people's punch card.
13. Practical trainees only allowed to take medical certificate at these three medical facilities; Government Hospital / Clinic; Zoo Negara panel clinic; and your university / college panel clinic.
14. Practical trainees are prohibited from using mobile phones for social media applications such as Whatsapp; Facebook; Instagram; and etc. while working except with the permission of the Head of Departments or Supervisors.
15. Collect a testimonial form and certificate from the Administration Department on the last day of the training period and return name tag.
16. Practical trainees are required to comply with all rules and regulations set by Zoo Negara.
17. Disciplinary action will be taken against practical trainees who break the rules.

INDEMNITY AGREEMENT

Whereas, the undersigned has made an Industrial Training request for permission to participate in the Industrial Training Programme at Zoo Negara managed by the Malaysian Zoological Society and have further requested permission to accompany and/or assist an employee or employees of said Malaysian Zoological Society during an active performance of the official duties as a practical trainee.

And whereas, the undersigned acknowledges that the work and activities at Zoo Negara managed by the Malaysian Zoological Society involves possible risk of injury, damage, expences or loss to person or property and further agrees that the said Malaysian Zoological Society will not take the initiative in extending an invitation to accompany and or assist its employees.

Now, therefore, in consideration of the Malaysian Zoological Society, management of Zoo Negara, cooperating in making available to the undersigned the necessary personnel and the use of its equipment and other facilities for the aforesaid purpose, the undersigned expressly agrees to and knowingly hereby does assume all risks arising in the course of said Industrial Training Programme; specifically agrees to indemnify and hold harmless the Malaysian Zoological Society, its officers and employees from and against any and all claims, loss, damage and liability for injury to the person or property of malfeasance or misfeasance occurring while participating in the Industrial Training Programme at Zoo Negara or while accompanying and / or assisting an employee of said Malaysian Zoological Society during the active performance of his / her official duties as a practical trainee.

READ THE ABOVE CAREFULLY BEFORE SIGNING

I (student) _____ hereby agree to the above Rules & Regulations and Indemnity Agreement by the management of Zoo Negara, the Malaysian Zoological Society. I understand that my Industrial Training session may be terminated if I do not follow the above Rules & Regulations.

STUDENT SIGNATURE :

NAME :

DATE :

LECTURER SIGNATURE :

NAME :

DATE :

COLLEGE / UNIVERSITY STAMP :

FOR OFFICE USE

ISSUED BY :

DATE :

ADMIN STAFF IN CHARGE :

CONFIRMATION (Ref No :))

APPROVED BY : (DIRECTOR)

DATE :