



REPUBLIC OF THE MARSHALL ISLANDS

**MARSHALL ISLANDS MARINE RESOURCES AUTHORITY**  
**PO BOX 860 MAJURO, MARSHALL ISLANDS 96960**

**MIMRA INTERNSHIP PROGRAM**  
**APPLICATION FORM**

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**INSTRUCTIONS:**

- Complete all parts of this application form. Please type or print legibly.
- Provide all necessary documents as requested herein. Make sure all required items/documents are attached to application.  
The supporting documents that **MUST** be included in application submission are listed below:
  1. Applicant's copy of High School Diploma or Proof of Enrollment in College/ University at time of application (i.e, copy of Registration, confirmation letter from Registrar, tuition statement); Certificates from Vocational or Trade Schools;
  2. Applicant's Letter of Interest (LOI):  
Must also describe the type of internship pursuing in MIMRA;
    - a. Which MIMRA program do you desire for your internship? Why?
    - b. What are the three objectives you would like to achieve by the end of your internship?
    - c. How will this internship support your future career goals and/or plans?
  3. Applicant Curriculum Vitae (CV) or Resume; and
  4. Copy of Applicant's valid photo ID (i.e, passport, driver's license, ID or student ID).
- Submit completed and signed application via email to:  
MIMRA Internship Program  
E-mail: [hr@mimra.com](mailto:hr@mimra.com)

**QUALIFICATIONS:**

- Applicant **MUST** be and High School graduate or currently enrolled in an accredited College or University, Vocational or Trade School.
- Applicant **MUST** be a legal citizen or permanent resident of the RMI.
- Applicant **MUST** be able to understand the Marshallese & English language at a proficient level.
- Applicant **MUST** be experienced in using the internet and the Microsoft Office suite (mainly Word, Excel, Access, Publisher, & Power Point).
- Applicant **MUST** demonstrate high interest, passion, and dedication in conservation, particularly the natural landscapes, ecosystems, and resources in the Marshall Islands.
- Applicant **MUST** be able to intern for at least 10 hrs. per week (40 hrs./ month) for up to 10 weeks in duration upon recruitment.

## MIMRA Internship Program APPLICATION FORM

### I. Applicant Information

Name (Last, First, & Middle Initial)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Age (in years)	
Citizenship (State, Country)	
Permanent Residence (State, Country)	
Current Residence (State, Country)	
Current Mailing Address	
Email Address	
Phone Number(s)	
Name & Address of College/University Currently Attending	
Instructor/Advisor (full name, position, & email address)	
Current Level (please mark [x] on appropriate box)	<input type="checkbox"/> Freshmen <input type="checkbox"/> Graduate Student <input type="checkbox"/> Sophomore <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Junior <input type="checkbox"/> Senior
Current Enrollment Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other (please specify):
Concentration & Area of Study	
Expected Date of Graduation	

### II. MIMRA Internship Period

- Winter Session  
December to February (10 weeks)
- Summer Session  
June to August (10 weeks)
- Other  
Name of Internship Program: \_\_\_\_\_  
Fill in dates here: \_\_\_\_\_

Total hours available per week for the internship: \_\_\_\_\_

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**III. Project Description (to be completed by Applicant with outside Sponsorship)**

Please provide a summary of the focus project proposed for implementation by Applicant, indicating what the objectives, activities, and expected outcomes of the proposed internship are. Explain approach to be undertaken and how will it be linked to and support MIMRA Initiatives. (Please provide summary not exceeding 1 page on a separate sheet or word file and attach to this application.)

**IV. References (to be completed by Applicant):**

Please list 2 references

	Name	Title/Position	Organization	Contact # or Email
1				
2				

**V. Disclaimer and Signature:**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance into the internship program, I understand that false or misleading information in my application or interview may result in my release. I agree to allow MIMRA to investigate my references, work record and education.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For more information, please contact:**

HR OFFICE  
MIMRA Internship Program  
PO Box 860  
Majuro, MH 96960  
Phone #: (692) 625-8262  
E-mail : [hr@mimra.com](mailto:hr@mimra.com)

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**INTERN CODE OF CONDUCT**

**THE INTERN WILL:**

1. Observe appropriate dress codes when engaged in MIMRA related activities. If available, the intern will wear MIMRA gear to be provided by MIMRA whenever carrying out his or her activities to make them recognizable in his or her place of assignment.
2. Execute his or her duties faithfully and diligently and carry out reasonable instructions from supervisors, program officers, coordinators etc.
3. Act as a role model for other young people through his or her actions on and off the job.
4. Behave in a professional manner whenever carrying out MIMRA related activities (e.g. meetings with local partners, presentations and activities with local communities, communicating to fellow interns or intern program officers, coordinator etc.).
5. Refrain from any action that may create discord or disharmony among local partners and or community members.
6. Not engage in other employment during MIMRA related activities.
7. Not engage in any activities that are contrary to the interests of the MIMRA.
8. Promote a clean and healthy environment through greater awareness of the environment and respecting the rights of others.
9. Respect the work ethics and expectations of the MIMRA.
10. Neither solicit or accept a direct or indirect gift or payment of any kind from any person or organization in exchange for services or materials from MIMRA.
11. Avoid all conflicts of interest situations involving MIMRA.
12. Not abuse any property (e.g. laptop computer) or entrust the same to any for private or illegal use.
13. Keep all information regarding protocol or operations received in the course of his or her work confidential and according to MIMRA policies.