



ZOO NEGARA

INDUSTRIAL TRAINING PROGRAMME

Human Resource Department, Zoo Negara, Hulu Kelang, 68000 Ampang, Selangor. Tel : 03-4108 3422 Fax : 03-4107 5375

internship@zoonegaramalaysia.my

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 :

RULES & REGULATIONS

1. Fax or email completed form to the Human Resource Department and wait for a confirmation letter. Name tag must be worn at all times on the zoo premises; tags must be surrendered at the Security Post daily at 5.00 pm on working day.
Practical trainee will be fined RM 5.00 if tag is lost.
2. Practical trainees are not allowed in the zoo premises after 5.00 pm unless with permission from the Human Resource Department.
3. Working hours 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
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 Human Resource 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. 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.
11. Collect a testimonial from the Human Resource Department on the last day of the training period and return name tag.

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, expenses 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 : HR STAFF IN CHARGE :

APPROVED BY : (DIRECTOR)

CONFIRMATION (Ref No :))

DATE :