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| **INTERNSHIP APPLICATION FORM**  **Please note text boxes expand** | | | |
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| **POST DETAILS** | | | |
| **Job Title:** |  | **Reference Code:** |  |

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| **PERSONAL DETAILS** | | | | |
| **Surname:** |  | | | |
| **Forename:** |  | **Preferred Title:** | |  |
| **Term Address:** |  | **Home Address:** | |  |
| **Telephone No.:** |  | **Skype Username:** | |  |
| **Personal Email Address:** |  | **University Email Address:** |  | |
| **Student ID number (Uni of Exeter students/recent graduates only):** | | | | |
| **Students Only: Do you plan on using this internship as your work experience placement towards your degree?**  Yes /  No | | | | |

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| **RIGHT TO WORK IN THE UK**   * **All applicants need a NI number and the Right to Work in Britain for the full duration of the internship you are applying for.** * **We welcome all applicants and the diversity they bring. However, immigration legislation will not allow the University to apply for a sponsorship certificate for SCPs, SBPs or GBPs.** |
| **Nationality:** |
| **Type of Visa. Please provide a copy of this (if applicable):** |
| **Current Visa Expiry Date (if applicable):** |
| **National insurance number (or date when you have applied):** |

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| **ACCESSIBILTY** | |
| In our commitment to being a “Two Ticks” employer, the University of Exeter welcomes applications from people with disabilities & aims to be supportive in their employment. | |
| Do you consider yourself disabled? | Yes /  No |

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| **ADDITIONAL REQUIREMENTS** |
| Please provide details of any special arrangements to enable you to attend an interview e.g. BSL Interpreter and any adjustments to undertake this role e.g. assistive software |
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| **EDUCATION (Most recent/current study first):**  **-SCP/SBP Applications - only University of Exeter Students can apply**  **-GBP Applications - graduates of any UK University can apply** | | | | | |
| **Name of University/ College/School/ attended**  **E.g University of Exeter** | **Date**  **From**  **Oct 2009** | **Date**  **To**  **June 2012** | **Subject**  **English Language** | **Qualification**  **BA Degree** | **Grade**  **2:1** |
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| **PREVIOUS EMPLOYMENT – including paid, unpaid & voluntary work**  **PREVIOUS EMPLOYMENT – most recent employment first & work backwards** | | | |
| **Name of Employer**  **E.g University of Exeter** | **Date**  **From**  **Oct 2011** | **Date**  **To**  **Jan 2012** | **Position Held**  **Marketing Assistant (SCP)** |
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| **PERSONAL STATEMENT** |
| **Please explain how you have the competence to meet the job description and person specification requirements. Consider your subject knowledge, experiences (paid/unpaid/voluntary/travelling) & skills(communications, organisational, IT etc)**  **Up to 1500 Words (box expands as you type)** |
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| REFEREES |
| Please give the names and addresses of two referees who are able to comment on your suitability for this appointment. Ideally at least one should be an Academic Personal Tutor, Course Lecturer or recent Employer. Offer of employment is subject to satisfactory reference, so reference may be taken at point of offer to the successful applicant: |

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| **Name:** |  | | |
| **Job Title:** |  | **Mobile Phone:** |  |
| **Address:** |  | **Telephone Number:** |  |
| **Post Code** |  | **Telephone Daytime:** |  |
| **Email Address:** |  | | |

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| **Name:** |  | | |
| **Job Title:** |  | **Mobile Phone:** |  |
| **Address:** |  | **Telephone Number:** |  |
| **Post Code** |  | **Telephone Daytime:** |  |
| **Email Address:** |  | | |

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| DECLARATION | |
| *Knowingly providing false or misleading information may disqualify you & if you have been appointed may result in dismissal.**We reserve the right not to send your application to the employer if your application does not sufficiently demonstrate your suitability for the role.* | |
| By submitting this application form, I declare that the information given in this application is to the best of my knowledge complete and correct. I agree to the above statement: | |
| **Full Name:** | Date: |

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| DATA PROTECTION ACT 1998 |
| **Data Protection**  The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s)/external employers, member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body. |

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| **Please Indicate How You Found Out About This Vacancy:** | |
| **Our web pages- www.exeter.ac.uk/internships** |  |
| **University website under “Working for Us”** |  |
| **University of Exeter campus marketing e.g. talks, plasma screen, plasma screens, fairs etc- please specify** |  |
| **GBP Bulletin** |  |
| **Graduation Ceremony** |  |
| **Your University or FE College (not University of Exeter)** |  |
| [**www.jobs.ac.uk**](http://www.jobs.ac.uk) |  |
| [**www.gradsouthwest.ac.uk**](http://www.gradsouthwest.ac.uk) |  |
| [**www.graduatetalentpool.direct.gov.uk**](http://www.graduatetalentpool.direct.gov.uk) |  |
| [**www.gumtree.com**](http://www.gumtree.com) |  |
| [**www.prospects.ac.uk**](http://www.prospects.ac.uk) |  |
| [**www.jobsite.co.uk**](http://www.jobsite.co.uk) |  |
| [**www.careerssw.org**](http://www.careerssw.org) |  |
| [**www.internwise.co.uk**](http://www.internwise.co.uk) |  |
| **Other Graduate Recruitment website** |  |
| **Job Centre** |  |
| **Nextstep** |  |
| **Twitter** |  |
| **You Tube** |  |
| **Linkedin** |  |
| **Facebook** |  |
| **Other- please specify** |  |

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| **Exeter students and graduates only: Have you signed up for Access to internships?** | Yes  No |
| **Do you wish to use this internship as a placement for your work experience module as part of your degree?** | Yes  No |