**CONFIDENTIAL**

**Application form: Internship**

**Please type or write in black ink – Please answer all questions, and do not attach a CV.**

**Please return the completed form to us, preferably by email,** to Alex Janczenia [janczenia@business-humanrights.org](mailto:janczenia@business-humanrights.org)

If you are unable to send by email, please fax (+44-20-7636-7775) or post (Business & Human Rights Resource Centre, 1-3 Charlotte Street, 3rd floor, London W1T 1RD, United Kingdom)

\* Note to those returning the application by e-mail: The end of the form asks for “Signature of applicant” -- you may simply type your name there. The successful applicant will be asked to sign the form before starting.

**Personal details**

|  |
| --- |
| Surname: |
| Forename(s): |
| Address: |
| Telephone: |
| Email address: |

**Position details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Which position are you applying for? Please rank 1-3 in order of priority, 1 being your first choice (*Note: You must meet the minimum requirements for the role(s) you are applying for)*   |  |  | | --- | --- | |  | Communications | |  | Legal Research | |  | Research/Projects |   If appointed, when would you be able to start?  If appointed, would you plan to be based in our London or New York office?  How many hours per week are you able to commit? *(Note: We are seeking someone that can commit at least 2-3 days per week)*  How many weeks/months are you able to commit to the internship? *(Note: We are seeking someone that can commit to at least 4 months part-time)* |

**General information**

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| --- |
| Nationality: |
| Do you already have the right to work in the UK or USA? (Please specify) **Please note that due to lack of resources we are only able to take applicants with a valid work/internship permit, and are unable to offer sponsorship.** |
| Where did you first learn about this intern position? |
| Do you have any criminal convictions? A conviction will not necessarily exclude you from employment, but will be taken into consideration when assessing your suitability for this position. |

**Languages**

Please indicate level (Fluent, very good, good, intermediate, basic). Start with first language (“mother tongue”)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **read** | **write** | **understand** | **speak** |
|  |  |  |  |  |

**Issues of interest**

Please list your three main issues of interest in business & human rights (*Note: This helps us gain an insight into your areas of interest but does not guarantee you will work on these issues. For examples, see our* [*Category Tree*](http://business-humanrights.org/en/search-topics) *and* [*Big Issues*](http://business-humanrights.org/en/discover-big-issues)*)*

**Regions of interest**

Please indicate your top regions of interest (max. 2)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Africa |  |  |
|  | Asia & Pacific |  |  |
|  | Europe |  |  |
|  | North America |  |  |
|  | South America |  |  |
|  | Middle East & North Africa |  |  |

**Work experience**

Please give details of relevant work experience, incl. voluntary work. Start with most recent and do not exceed one page

|  |  |  |
| --- | --- | --- |
| Dates | Details (name of employer, job title & brief description of your responsibilities) | Reason for leaving |
|  |  |  |

**Education and training**

Please give details of your education and training, including courses you have attended and (if applicable) qualifications gained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date started | Date finished | Name of institution | Details of course attended | Qualification gained (if any) |
|  |  |  |  |  |

**References**

Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. The first should be your present (or most recent) employer, or course tutor/professor. The second should be a referee who is able to comment on your work abilities.

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| Name: | Name: |
| Address: | Address: |
| Company/organization, including position: | Company/organization, including position: |
| Telephone number: | Telephone number: |
| Email address: | E-mail address: |

**Personal statement**

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| --- |
| Use this section to explain why you believe you are a suitable candidate for an internship post, in particular how you meet our requirements and the experience you have that is relevant (800 words maximum). Please also give examples of particular achievements. |
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| --- |
| I confirm that the details in this form and any other information relating to my application are correct.  Signature of applicant: Date: |