**CONFIDENTIAL**

**Application form: Research & Projects Internship – NYC**

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

**Please return the completed form to us by email by 7 January 2019,** to Christen Dobson at recruitment@business-humanrights.org

\* 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**

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| --- |
| If appointed, when would you be able to start? How many hours per week are you able to commit? *(Note: We are seeking someone that can commit at 12 hours per week)*How many months are you able to commit to the internship? *(Note: We are seeking someone that can commit to at least 3.5 months part-time)*Do you plan to seek academic credit for this internship? (*Note: We are happy to support with information required from us in order to seek academic credit)* |

**General information**

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| Nationality:  |
| Do you already have the right to work in the 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?  |

**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*](https://business-humanrights.org/en/projectspage) *and* [*Big Issues*](https://business-humanrights.org/en/projectspage)*)*

**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/internships. Start with most recent and do not exceed one page (add lines if necessary).

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date started  | Date finished  | Name of institution | Major/Areas of Concentration | Degree (if any) |
|  |  |  |  |  |
|  |  |  |  |  |

**Personal statement**

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| --- |
| Use this section to explain why you believe you are a good candidate for this internship, in particular how you meet our requirements and the experience you have that is relevant. Please use specific examples. **(500 words maximum)** |
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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: |