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**CONFIDENTIAL**

**Application form: Communications Intern - London**

**Closing date for applications: Sunday 15th November 2015**

**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:**

Put “Communications Internship” in subject line, and send 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**

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

**Time commitment**

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| If appointed, what day would you be able to start in January 2016?  How many hours per week are you able to commit to doing volunteer intern work for the Resource Centre? *(Note: We are seeking someone that can commit at least 2 days per week)*  How many weeks/months are you able to commit to the internship? *(Note: We are seeking someone that can commit at least three months part-time)*  If shortlisted, would you be available on 1st December for an interview at our London office? *(Note: These are tentative dates. Skype interviews can be arranged for applicants abroad.)* |

**General information**

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| Present nationality: |
| Nationality at birth: |
| Do you already have the right to work in the UK? |
| 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”)

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

**Present or most recent employer**

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| --- |
| Employer’s name & address: |
| Post held: |
| Date of commencement: |
| Date of completion (if employment has finished): |
| Full-time or part-time? If part-time, please indicate number of days or hours per week. |
| Salary: |
| Period of notice required: |
| Reason for leaving or considering leaving: |
| Brief description of your duties and responsibilities: |

**Previous employment** (most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date started  (month/  year) | Date finished  (month/  year) | Name & address of employer | Job title & brief description of your responsibilities | Pay and reason for leaving |
|  |  |  |  |  |

**Please explain any gaps in employment history:**

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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. Include specialist in-house training, short courses, etc.

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| --- | --- | --- | --- | --- |
| Date started | Date finished | Name & address 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.

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| --- | --- |
| **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: |

**Additional information**

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| Use this section to explain why you believe you are a suitable candidate for this Communications Intern post, in particular how you meet its requirements and the experience you have that is relevant (800 words maximum). Please give examples of particular achievements. Before completing this section, please carefully read the Announcement (including Person Specification) for this post. |
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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: |