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**CONFIDENTIAL**

**Application form: Research & Projects Intern - London**

**Closing date for applications: Wednesday, 7 October 2015, 5pm London time**

**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 “Research & Projects Intern application” 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**

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

**Time commitment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| There are two possible start dates for this internship. Please mark with an “x” which start date you are interested in (you can mark one or two start dates depending on your availability):   |  |  | | --- | --- | | **Start** | **Preferred date** | | **October** |  | | **January** |  |   If appointed, what date would you be able to start your internship?  If shortlisted, would you be available on 15-16 October 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”)

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

**Present or most recent employer**

|  |
| --- |
| 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.

|  |  |
| --- | --- |
| **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 Research & Projects Intern post, in particular how you meet its requirements and the experience you have that is relevant. 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: |