

Intern Application Form

|  |  |
| --- | --- |
| Internship Vacancy: |       |
| Employer Organisation: |       |
| Contact Details |
| Name |       |
| Address |        |
| Post Code |       |
| Contact Email Address |       |
| Contact Telephone Number |       |
| What is your preferred method of contact? |       |
| About you |
| To be eligible for a Business Growth Graduate Internship you must have completed an HND, SVQ Level 4, Degree or Post-graduate degree. If the internship you are applying for is an Arts & Creative Industries internship your qualification **must** be in an arts or creative industries discipline. Please indicate the most relevant qualification you hold which qualifies you for this position. | Qualification achieved |       |
|  | Where studied |       |
|  | Grade/Classification |       |
|  | Date completed |       |
| What other qualifications/training courses have you completed? (e.g. Highers) |       |
|  |       |
|  |       |
|  |       |
| Please give the following details for up to four previous places of employment, volunteering or work experience1. Name of Employer, 2. Dates of participation, 3. Nature of experience (i.e. Paid/Unpaid, Full-time/Part-Time, Temporary for 3 months etc.) 4. Brief description of your duties and any key achievements |
|       |
| Your suitability for this role |
| What are your motivations for applying to this Graduate Internship opportunity? |
|       |
| Please explain why you think you are best suited to this internship. Ensure you describe how you meet the requirements in the person specification. Include details of relevant previous jobs/projects you have worked on. |
|       |
| Is there any additional information about yourself that you would like to share at this stage? |
|       |
| References |
| Please give the details of two references. This could include previous employers, academic references or another appropriate person who can talk about your skills and abilities. It should not be family or a close friend. |
| **Referee 1** | **Referee 2** |
| Name:      | Name:      |
| Job Title:      | Job Title:      |
| Relationship to you:      | Relationship to you:      |
| Contact email:      | Contact email:      |
| Contact telephone:      | Contact telephone:      |
| Can your references be contacted prior to interview? |  |

