

**Application form for Communications Intern 2017**

**Application Process**

* Please fill in all relevant sections of this application form. *Please note that we will not accept any application for an internship unless you have submitted a completed application form.*
* In addition to the form, please include an updated CV (maximum two pages).
* Return the form and CV in an email addressed to hjones@ieep.eu. **Application deadline:**   
  **21st of July (5pm)**. Do not include a cover letter.
* Include “Intern COMMS\_NAME\_SURNAME” in the subject line of the email.

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| Internship applied for | **Communications team** |

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| How did you learn of this vacancy? |  |

**Personal details**

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| --- | --- | --- | --- |
| Surname |  | Title (Dr/Mr/Mrs/Ms/Other) |  |

|  |  |
| --- | --- |
| Forename(s) |  |

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| --- | --- |
| Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Country |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone number |  | Email address: |  |

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| --- | --- |
| Please give your nationality |  |

Do you require a work permit to work in the EU? Yes  No

If yes, do you hold a current permit? Yes  No

If yes, please outline details of your current work permit (e.g. type, length, date of issue, etc.).

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**Academic qualifications**

List the three most important academic qualifications you have received, in chronological order, with the most recently awarded first.

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| --- | --- | --- | --- | --- |
| **Type of qualification** | **Institution issuing award** | **Subject** | **Result** | **Date awarded** |
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**Languages**

Please list the languages you speak and level of proficiency (i.e. basic, good, advanced, mother tongue). Add or delete rows as applicable.

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| --- | --- | --- | --- |
| **Language** | **Understanding** | **Spoken** | **Written** |
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**Relevant work experience**

Please list any work experience (paid or voluntary) relevant to this internship. List a maximum of three.

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| **Employer’s name & address** | **Position held** | **Date (from – to)** |
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**Availability**

Please indicate and explain your preferred start date for the internship, and your availability (i.e. the duration of the internship, with a maximum of 6 months, and how many days a week you would be available for). Applicants who are only available part time (3 days per week minimum) will not be penalised.

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**Equal opportunities**

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies on grounds of race, ethnic origin, gender, gender re-assignment, disability, religious or similar belief, sexual orientation, marital or civil partnership status or age.

In case you are selected for interview, please let us know if you have any special requirements.

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**Motivations (max. 200 words)**

Why are you interested in applying for this internship? What value do you think you could add to IEEP’s policy work and what do you hope to gain from your experience. Please use examples to illustrate your answers.

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**Suitability and Experience (max. 200 words)**

Why are you the ideal candidate for this internship? What skills will you bring to the institute and how have you proven your abilities in the past? Please illustrate your answer with an example.

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**Technical Question (max. 250 words)**

Do you think IEEP’s current environmental communication efforts are effective towards the wider public? Please justify your answer including any communication tools / strategy that may be applied to achieve effective communication.

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**Declaration**

I confirm that the information contained in this application form is correct.

I acknowledge that the internship I apply for is unpaid.

**Name**

**Date**