**INTERNSHIP PROGRAMME APPLICATION FORM**

**For JCO Knowledge Management Internship Program 2015**

***(Please note that all fields marked with \* must be filled-in for your application to be considered (also refer to the Guidelines to ensure the correct procedure for applying).***

**PART I**

**1. Applicant information:**

Family name (surname)\*: Present Address: Street\*:

First name (given name)\*: City/State\*:

Country\*:

Middle/Other name: Present Telephone\*:

Gender: Marital Status: (check one)

Single Married Other

Date of Birth (format: mm/dd/yyyy): Nationality at birth (country):

Present nationality (country)\*: Permanent Address:

City / Country of birth: Permanent Telephone:

Fax: E-mail Address\*:

Are any of your relatives employed by a United Nations organization ? If answer is "yes", give the following information:

YES NO

**Name Relationship Name of organization**

**2. In Case Of Emergency, please notify :**

|  |  |
| --- | --- |
| Family name (surname): | Address: |
| First name (given name): | Daytime Phone: |
| Relation to you: | Evening Telephone: |
| Fax: | E-mail: |

I hereby confirm that I hold health & accident insurance policies with the following insurance company (including coverage overseas and/or in Jordan)

NOTE: Even if you do not have such policies now, you must have both should you be offered an internship.

Health Insurance (company name & policy number):

**3. Higher education (college/university):**

|  |  |  |
| --- | --- | --- |
| Full title of the degree you’re currently pursuing\*: | Main course of study: | |
| Study started (month/year): | Degree expected (format: mm/dd/yyyy)\*: | |
| University name\*: | City\*: | Country\*: |
| Full title of undergraduate degree: | Degree granted (month/year): | |
| University name: | Main course of study: | |

**4. Knowledge of Languages**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mother Tongue\*: | | | | | | |
| **READ / WRITE SPEAK UNDERSTAND** | | | | | | |
| **Knowledge of Languages:** | **Easily** | **Not Easily** | **Easily** | **Not Easily** | **Easily** | **Not Easily** |
| English: |  |  |  |  |  |  |
| French: |  |  |  |  |  |  |
| Spanish: |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |

**5. Skills Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  | **Computer skills:** | | | | |  |
| Word processing | | Internet research | Spreadsheet | Database: Creation | Web page design | |
| PowerPoint | | Statistical Analysis | Lotus Notes | Database: Data Input | Other: | |

**Preferred work assignment:** Please indicate in order of preference **three** main areas for which you would like to be considered for an internship.

*Note: Mark your choices using the numbers* ***1,2 and 3.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Education | [ | ] |  |  |  |
| Adolescence and Youth | [ | ] |  |  |  |
| Water & Sanitation (WASH) | [ | ] |  |  |  |
| Child Health and Nutrition | [ | ] |  |  |  |
| Humanitarian affairs | [ | ] |  |  |  |
| Child Protection | [ | ] |  |  |  |
| Other (Please specify):  ……………………………………….. | [ | ] |  |  |  |

**6. Internship Programme and Conditions of Internship**

**Rationale:** Briefly explain your rationale for applying to the UNICEF Internship Programme. Include specific objectives and expected benefits.

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**Timing:** (Interns will be accepted for a period of 8 weeks.)

**From July 1st , 2015 – to August 31st, 2015**

**Working hours: 08:00 am – 03:15 pm – a total of 36 hours per week.**

**Statement of Understanding of Internship Conditions:**

I understand that, should I be accepted as an intern in UNICEF, the following conditions will apply:

**Status**: Although not considered a staff member of UNICEF, I shall be subject to the authority of the Executive Director and the authority delegated by her to Director and Heads of Offices. I understand that I am not entitled to the privileges and immunities accorded by member states to UNICEF's officials and staff members.

**Financial Support**: I shall not be paid by UNICEF and must make my own arrangements for living expenses. Travel costs to and from the duty station and living accommodations are also my own responsibilities or those of the sponsoring institution.

**Medical Health Coverage**: UNICEF accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical insurance. I will be covered by health during the internship period *(UNICEF internship policy requires that you be covered by medical for the entire period of internship)*.

**Passports and Visas**: I am responsible for obtaining necessary passport and visas when required. UNICEF will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.

**Confidentiality and Publication of Information**: As an intern, I will respect the confidentiality of information that I collect or am exposed to at UNICEF. No reports or papers may be published based on information obtained from UNICEF without the explicit written authorization by the Head of Office or Division Director.

**Employment Prospects**: The UNICEF internship programme is not connected with employment and there is no expectancy of such. *Interns cannot apply for posts advertised internally to UNICEF staff during the period of internship.*

**PART II**

**Please email an electronic version of your C.V. along with this application form, and documents stated in the Guidelines, to** [jcointernship@unicef.org](mailto:JCOinternship@unicef.org). **In the e-mail subject area, please include “New Internship Application”.**

NOTE. Due to the high volume of applications, we cannot respond to your application individually. It will be

reviewed and, if appropriate, placed on our UNICEF Intern Roster. If your qualifications meet a certain department’s

needs, an interested supervisor will contact you directly.

**PART III** (**DO NOT SEND NOW)**

**If you are shortlisted for an internship position, you will be asked to bring the following documents with you to the UNICEF office; please do not send them with this application:**

1) A letter from your university/institution, certifying your enrolment, course of study and expected date of graduation/degree.

2) An up-to-date official university transcript.

3) Two letters of recommendation in English (one should be from the professor supervising your internship).

4) Proof of health insurance.