

INSTRAW
INTERNSHIP PROGRAMME APPLICATION FORM

I. Personal Data

1. Family name (surname):
2. First name (given name)
3. Gender
4. Date of birth (dd/mm/yy)
5. Nationality
6. Present address
7. Email
8. Telephone

II. Emergency Information

9. Name of person to be contacted in case of emergency
10. Relationship to the applicant
11. Address/tel/email

III. Education, Employment and Personal Skill Information

12. Current Education

Institution Name, City, Country	Attended		Degree obtained	Major subjects of study
	From (m/y)	To (m/y)		

13. Education Completed

Institution Name, City, Country	Attended		Degree obtained	Major subjects of study
	From (m/y)	To (m/y)		

14. Computer skills (check skills acquired)

- i. word processing
- ii. internet research
- iii. spreadsheet
- iv. database
- v. web page design
- vi. other (specify):

15. Please indicate your academic background/experience related to the advancement of women and gender equality.

- i. degrees
- ii. courses
- iii. seminars
- iv. internship
- v. other (specify)

16. Publications (if any)

17. Please include with this application a short paper (no more than 5 pages) or an extract (5 pages) from a longer paper prepared by you in compliance with your academic requirements. It is preferable that the paper be in English, but texts in either French or Spanish are acceptable.

18. Knowledge of languages

Knowledge of languages	Read		Write		Speak	
	Easily	Not easily	Easily	Not easily	Easily	Not easily
Mother tongue (please specify)						
English						
French						
Spanish						
Other (please specify)						

19. Scholarships/awards (if any):

20. Career plans:

21. Please indicate in order of preference your availability for the internship period (please specify year):

- i. Mid-January to mid-March
- ii. Early June to early August
- iii. Mid-September to mid-November

22. Other relevant information:

- iv. Have you ever applied for regular employment with the UN?
- v. Have you ever been arrested, indicted, or summoned into court as a defendant in criminal proceedings, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, please explain and attach the release document from the authorities.

23. I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS AND ANSWERS ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND CAN BE VERIFIED AT ANY TIME

Signature: (when applying by email, type your name)

_____ Date: (dd/mm/yy)_____

Before sending this application, please use the following checklist to verify whether you have followed all necessary steps:

1. All questions in the form have been answered.
2. A curriculum vitae and short written statement (150-250 words) stating your interest in obtaining the internship are attached to the application.
3. The form has been signed by the applicant (see # 23)