

UNICEF
Internship Programme Application Form*

PART I

1. Applicant information:

Family name (surname):	Present Address:	
First name (given name):		
Middle/Other name:	Present Telephone:	
Gender (sex):	Marital Status: (check one) ☐ Single ☐ Married ☐ Other _____	
Date of Birth (day/month/year):	Nationality at birth:	
Present nationality:	Permanent Address:	
City / Country of birth:		
Fax:	Permanent Telephone:	
Are any of your relatives employed by a United Nations organization ? YES ☐ NO ☐ If answer is "yes", give the following information:	E-mail Address:	
Name	Relationship	Name of international organization

2. Emergency contact information. IN CASE OF EMERGENCY, NOTIFY:

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

I hereby confirm that I hold health & accident insurance policies with the following insurance company (NOTE: If you presently do not have such policies, proof of proper insurance must be provided upon offer of internship):

Health Insurance (company name & policy number):
Life/Accidental Death Insurance (company name & policy number):

3. Higher education (college/university) and language skill information:

Full title of the degree currently pursuing:	Degree expected (month/year):	
Study started (month/year):	Main course of study:	
University name:	City:	Country
Full title of undergraduate degree:	Degree granted (month/year):	
Study started (month/year):	Main course of study:	
University name:	City:	Country

Knowledge of Languages:	READ		WRITE		SPEAK	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
English:	[]	[]	[]	[]	[]	[]
French:	[]	[]	[]	[]	[]	[]
Other (please specify):	[]	[]	[]	[]	[]	[]
	[]	[]	[]	[]	[]	[]

4. Internship information

Computer skills:				
[] Wordprocessing	[] Internet research	[] Spreadsheet	[] Database: Creation	[] Web page design
[] PowerPoint	[] Statistical Analysis	[] Lotus Notes	[] Database: Data Input	Other _____

Preferred work assignment: Please indicate by numbering in order of preference three main areas in which you would like to be considered for an internship.			
Administration and management	[]	Education Issues	[]
Accounting and auditing	[]	Emergency Programmes	[]
Adolescence Life Skills	[]	Gender Issues	[]
Armed Conflict and Violence	[]	Graphics/Web Design	[]
Child Health	[]	HIV/AIDS Prevention	[]
Child Labour	[]	Humanitarian affairs	[]
Child Rights: Legal	[]	Human Resources	[]
Child Rights: Non-legal	[]	Information systems	[]
Community Participation	[]	Partnerships with Civil Society	[]
Development planning and analysis	[]	Poverty Alleviation	[]
Early Childhood Development	[]	Public information and journalism	[]
Evaluation	[]	Translation and terminology	[]
Economic and social research	[]	Other:	[]

5. Internship Programme and Conditions of Internship

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

Timing: (Interns will be accepted for a minimum of 6 to a maximum of 16 weeks.)

State approximate dates of requested internship: _____

☐ Full-time (36 hours per week)

☐ Part-time. Please explain:

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 and Life 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 and life (accidental death & dismemberment) insurance. I will be covered by the following health and life insurance during the internship period (**UNICEF internship policy requires that you be covered by medical and life insurance for the entire period of internship**):

Medical: _____ Life: _____

- ☐ **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.**

You will be requested to supply documentary evidence (I.e. transcripts, letters of recommendation from professors, proof of insurance coverage, etc.) that supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the UNICEF and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the UNICEF.

I certify that the statements made by me in answer of the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this form or other document requested by the UNICEF renders a staff member of the United Nations liable to termination or dismissal.

Date:

Signature:

PART II (Attachments)
To Be Submitted along with the Application

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| 1) A letter from your university/institution, certifying your enrollment, course of study and expected date of graduation/degree. |
| 2) An up-to-date official university transcript. |
| 3) Two letters of recommendation in English or the primary language of the field office. One should be from the professor supervising your internship. |
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