

UNICEF

Internship Programme Application Form

PART I

1. Applicant information:

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

2. Emergency contact information:

In case of emergency, notify:	Address:
Family name (surname):	
First name (given name):	
Relation to you:	
E-mail:	Daytime Phone:
Evening Telephone:	Fax:

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.)

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:

- ø **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.
- ø **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.
- ø **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: _____

- ø **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.
- ø **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.

- ø **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 (DO NOT SEND WITH APPLICATION)

To Be Supplied to UNICEF Should You Be Interviewed For An Internship Position

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 (at least one should be from the professor supervising your internship).
4) Proof of health insurance and life insurance.
5) Original application form with signature.
