

Intern Application Form

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| Internship Vacancy: |  | | | |
| Employer Organisation: |  | | | |
| Contact Details | | | | |
| Name |  | | | |
| Address |  | | | |
| Post Code |  | | | |
| Contact Email Address |  | | | |
| Contact Telephone Number |  | | | |
| What is your preferred method of contact? |  | | | |
| About you | | | | |
| **GRADUATE APPLICANT**  To be eligible for a Business Growth Graduate Internship you must have completed an HND ( Scottish Credit and Qualification Framework (SCQF) level 8) or above  Please indicate the most relevant qualification you hold which qualifies you for this position. | Qualification achieved e.g. BA (Hons) Physiotherapy: HND Business Studies | | |  |
|  | Where studied | | |  |
|  | Grade/Classification | | |  |
|  | Date completed | | |  |
|  |  | | |  |
| **STUDENT APPLICANT**  To be eligible for a Business Growth Graduate Internship you must be a current student studying at a Scottish university of college and studying towards an HND ( Scottish Credit and Qualification Framework (SCQF) level 8) or above | Qualification for which you are currently studying e.g. BA (Hons) Physiotherapy: HND Business Studies | | |  |
|  | Where are you currently studying? | | |  |
|  | What level are you currently studying at? e.g. 3rd year of degree course: | | |  |
| **ALL APPLICANTS**  What other qualifications/training courses have you completed? (e.g. Highers) |  | | | |
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| Please give the following details for up to four previous places of employment, volunteering or work experience 1. Name of Employer, 2. Dates of participation, 3. Nature of experience (i.e. Paid/Unpaid, Full-time/Part-Time, Temporary for 3 months etc.) 4. Brief description of your duties and any key achievements | | | | |
|  | | | | |
| Your suitability for this role | | | | |
| What are your motivations for applying to this Internship opportunity? | | | | |
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| Please explain why you think you are best suited to this internship. Ensure you describe how you meet the requirements in the person specification. Include details of relevant previous jobs/projects you have worked on. | | | | |
|  | | | | |
| Is there any additional information about yourself that you would like to share at this stage? | | | | |
|  | | | | |
| References | | | | |
| Please give the details of two references. This could include previous employers, academic references or another appropriate person who can talk about your skills and abilities. It should not be family or a close friend. | | | | |
| **Referee 1** | | **Referee 2** | | |
| Name: | | Name: | | |
| Job Title: | | Job Title: | | |
| Relationship to you: | | Relationship to you: | | |
| Contact email: | | Contact email: | | |
| Contact telephone: | | Contact telephone: | | |
| Can your references be contacted prior to interview? | | |  | |
| Where did you find out about this opportunity? | | | | |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? Please indicate as appropriate  Yes , give details  No | | | | |
| Please provide your National Insurance Number | | | | |
| Declaration | | | | |
| Please confirm your eligibility for this opportunity by completing the appropriate statement below | | | | |
| 1. I can confirm that I am 18 years or over and have completed an HND ( Scottish Credit and Qualification Framework (SCQF) level 8) or above and that I am unemployed and have a claim for out-of-work benefits and I am not currently on the Work programme/Work Choice/CWP (You need to speak to your Jobcentre Plus Advisor who can check your eligibility and give you an Eligibility Referral form) | | | | |
| Print Name Date | | | | |
| **THIS APPLICATION FORM TOGETHER WITH THE COMPLETED ELIGIBILITY FORM SHOULD BE SUBMITTED TO THE EMPLOYER (YOUR JOBCENTRE PLUS ADVISOR WILL GIVE YOU DETAILS OF WHERE TO SEND THESE)**  **Please note that Employers will not consider any applications which are not accompanied by an original Eligibility Referral Form** | | | | |
|  | | | | |
| 1. I can confirm that I am 18 years or over and a current student studying at a Scottish university or college and studying towards an HND ( Scottish Credit and Qualification Framework (SCQF) level 8) or above | | | | |
| Print Name Date | | | | |
| **THIS APPLICATION FORM TOGETHER WITH A FULL SCAN OF YOUR MATRICULATION CARD SHOULD BE EMAILED TO:**  **info@e-placementscotland.com** | | | | |

**Business Growth Graduate Internship programme and Data Protection**

The programme is funded by Scottish Government and administered by The Scottish Council for Voluntary Organisations (SCVO). This programme aims to provide paid internship opportunities for unemployed graduates and undergraduates with third sector employers and SMEs.

The Scottish Council for Voluntary Organisations (SCVO) work in partnership with a range of employers to deliver this programme. To ensure we are able to deliver the programme from recruitment through to appointment we need to supply this application to our partners.

If eligible for the scheme, your application will be forwarded to the potential employer, who will make the decision about who to appoint. Each organisation will store your information in a secure place and destroy the records after they are no longer required.

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For further details on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, contact the Internship team at [interns@scvo.org.uk](mailto:interns@scvo.org.uk)

