|  |
| --- |
| A close-up of a logo  Description automatically generated |
| **APPLICATION FORM** |
| **GENERAL DATA PROTECTION REGULATION (GDPR) 2018.** ***Please complete this section so that we can process your application.***  |
| I give my permission for the University of Exeter to process the data given in this form in accordance with the [Student Employability and Academic Success (SEAS) Privacy Policy](http://www.exeter.ac.uk/careers/employment-services/seasprivacynotice/).  | [ ]  |

|  |
| --- |
| **JOB DETAILS:** |
| **Job Title:** |   | **Reference: e.g. SCP XXXX** |       |

|  |
| --- |
| **YOUR PERSONAL DETAILS:** |
| **Preferred Title** |       | **Student ID Number** (University of Exeter only) |       |
| **Forename:** |       | **Surname:** |       |
| **Gender** (please tick) | Male[ ]  | Female[ ]  | Non-Binary/Other[ ]  | Prefer not to say[ ]  |
| **Term Time****Address:** (if applicable): |                 | **Home Address:**(if different to Term Time Address) |                 |
| **Telephone Number:** |       | **Which campus are you based at?** |       |
| **Personal Email Address:** |       | **University Email Address:**  |       |

|  |
| --- |
| **RIGHT TO WORK IN THE UK**At the time of starting employment, the successful candidate must have permission to work in the UK and evidence must be provided in advance of the appointment.  Examples of suitable evidence can be found in the [Intern Guidance- Proving Right to Work the UK](https://www.exeter.ac.uk/media/universityofexeter/careersandemployability/Intern_Guidance_-_Proving_RTW_in_the_UK.docx) guide. Candidates should continue to have permission for the duration of the internship. This includes British citizens, individuals with an [EU Pre-Settlement or EU-Settlement Status](https://www.exeter.ac.uk/students/international/euadvice/euss/); and those with a [Graduate Route Visa.](https://www.exeter.ac.uk/students/international/applyingforavisa/graduateroute/) |
| **Nationality:**       |
| **Do you currently have permission to work in the UK for the full duration of the internship you are applying for:**       |
| **Do you have EU Settled/ Pre-Settled /EEA citizen with Indefinite Leave to Enter or Remain Status:**        |
| **Details of any other visa that allows you to work in the UK e.g. Tier 4 or Student visa:**       |
| **For GBP roles only. Have you obtained a Graduate Route Visa or do you intend to apply for one? This will allow you to work in the UK for 2 years once your student Tier 4 has expired and does not require company sponsorship:**       |
| **Expiry date of current visa or leave to remain**:       |
| **Please note you will need to have a National Insurance Number to work in the UK, you do not need to provide this now, but will need to provide it to your employer if appointed.**  |

|  |
| --- |
| **ACCESSIBILITY**In our commitment to being a Disability Confident Employer, the University of Exeter welcomes applications from people with disabilities and aims to be supportive in their employment.“*A disability is normally defined as a physical or mental impairment that has a substantial impact on normal daily activity and has lasted or is likely to last for 12 months or more*.” |
| Do you have a disability?  | [ ]  Yes / No /[ ]  Prefer not to say [ ]  |
| If yes, please provide details of any special arrangements to enable you to attend an interview or undertake this role e.g ,BSL Interpreter or any adjustments e.g. assistive software, Please contact internships@exeter.ac.uk if you require any support or adjustments to complete this application form. |        |

|  |
| --- |
| **CURRENT STATUS**Please specify your current educational status |
| Undergraduate student  | [ ]   |
| Undergraduate student that would like to use this internship as a placement to count towards your degree  | [ ]  |
| Postgraduate student (full time). *Please note that this will limit you to working 6 hours per week during term time and vacation periods (University of Exeter students only)*. | [ ]   |
| Postgraduate student (part time). *Please note that this will limit you to working 18.25 hours per week during term time and vacation periods (University of Exeter students only).* | [ ]   |
| Postgraduate student, with a current Postgraduate Teaching Assistant (PTA) Contract. *Please note this may affect how many hours a week you can work (see above).* | [ ]  |
| Postgraduate student that would like to use this internship as a placement to count towards your degree  | [ ]  |
| Graduate or Finalist (completed your degree within last 3 years or about to graduate)  | [ ]   |
| **Which year of study are you in? e.g. Year 1, Year 2, Year 3 etc** |       |
| **If you have graduated/ are nearing graduation, do you plan to continue studying in the next 12 months? e.g masters, PhD, etc.** | Y/N/Unsure      |

|  |
| --- |
| **EDUCATION** **Please start with your current degree** (or most recent degree for graduates) and work back in chronological order. Insert your A-Levels (or equivalent) on individual rows and summarise your GCSEs (or equivalent) in one row. If you have not graduated yet, please enter the graduate date in the end date. |
| **Name of University/ College/School/ attended****e.g. University of Exeter** | **Start Date****Sept 2018** | **End Date****June 2021** | **Qualification Level****BA degree** | **Subject****English** | **Grade****(Awarded or Predicted)****2:1** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

|  |
| --- |
| **EMPLOYMENT HISTORY**Please start with your current employment (or most recent) and work back in chronological order. You may wish to include relevant details of paid, unpaid, student society roles and other voluntary work. |
| **Name of Employer****e.g. The Market Place, Exeter** | **Start Date****Oct 2020** |  **End****Date****June 2021** | **Position Held****Customer Service Assistant** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| **PERSONAL STATEMENT**This is an opportunity for you to explain why you are interested in this role and how you match with the person specification. We recommend using the [STAR principle](https://mycareerzone.careercentre.me/Resources/CustomPage/18654) to help you structure your personal statement. You should use examples from any relevant experience you have to back up your points. This can be from your degree, paid employment, society roles, voluntary work, travelling and interests.Recommended between 500-1000 words *(this box expands as you type)* |
|       |

|  |
| --- |
| References (Optional) |

|  |  |
| --- | --- |
| **Name:** |       |
| **Job Title:** |       |
| **Email Address:** |       |
| **Is this an employer or personal reference?** |       |

|  |  |
| --- | --- |
| **Name:** |       |
| **Job Title:** |       |
| **Email Address:** |       |
| **Is this an employer or personal reference?** |       |

|  |
| --- |
| DECLARATION |
| *Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.* I declare that the information given in this application is to the best of my knowledge complete and correct.[ ]  |

|  |
| --- |
| **FURTHER COMMUNICATIONS**The University of Exeter's Internships Team may wish to contact you to inform you of employment-focused opportunities such as career mentoring and employment events that are related to your selected 'job sectors of interest'. Due to the introduction of the General Data Protection Regulation (GDPR), we need to ask your permission to do this. Please tick the relevant box below: |
| Yes – I would like to be notified about other employment-focused opportunities. | [ ]   |
| No – I do not want to be contacted about other employment-focused opportunities. | [ ]   |

|  |
| --- |
| **BULLETIN SIGN UP**If you would like to hear about future internship opportunities, you can sign up to receive weekly emails. |
| [Student Internship Bulletin Sign Up](https://forms.office.com/r/uJw6AimH7y) (for current students)[Graduate Internship Bulletin Sign Up](https://forms.office.com/r/haxJ2hGcQU) (for final year students and recent graduates) |

|  |
| --- |
| **RELOCATION (Graduates Only)**If appointed to this GBP role, will you need to relocate to be able to take on the role?  |
| Yes – I will be looking to relocate for this role | [ ]   |
| No – I will not need to relocate for this role | [ ]   |

|  |
| --- |
| **PLEASE INDICATE HOW YOU FOUND OUT ABOUT THIS VACANCY:** |
| Our web pages - www.exeter.ac.uk/internships  | [ ]  |
| University website under “Working for Us”  | [ ]  |
| Internship Bulletin (Graduate/Student) | [ ]  |
| [www.gradsouthwest.ac.uk](http://www.gradsouthwest.ac.uk) | [ ]  |
| [www.jobs.ac.uk](http://www.jobs.ac.uk) | [ ]  |
| [www.gov.uk/find-a-job](http://www.gov.uk/find-a-job)  | [ ]  |
| Your University or FE College (not University of Exeter) | [ ]  |
| Other Graduate Recruitment website  | [ ]  |
| Career Zone What’s On Email | [ ]  |
| Handshake Targeted Email | [ ]  |
| Communication from your faculty (University of Exeter Only) | [ ]  |
| University of Exeter campus marketing e.g. talks, plasma screen, careers fairs  | [ ]  |
| Graduation Ceremony | [ ]  |
| University of Exeter Student Society | [ ]  |
| Social Media (Instagram, TikTok, LinkedIn) | [ ]  |
| Word of Mouth  | [ ]  |
| Other - please specify  |       |

# *Please note, the Internships Team reserve the right not to send your application to the recruiting manager, if your application does meet your eligibility of the scheme or does not sufficiently demonstrate your suitability for the role.*

**Submitting your application**

For SCP and SBP roles, please upload your completed application to Handshake.

For GBP roles, please return your completed form to internships@exeter.ac.uk.