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| **INTERNSHIP APPLICATION FORM** | |
| **GENERAL DATA PROTECTION REGULATION (GDPR) 2018** | |
| 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/). |  |

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| **POST DETAILS** | | | |
| **Job Title:** |  | **Reference:** |  |

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| **PERSONAL DETAILS** | | | |
| **Preferred Title** |  | **Student ID Number** (University of Exeter only) |  |
| **Forename:** |  | **Surname:** |  |
| **Term Time**  **Address:** (if applicable): |  | **Home Address:**  (if different to Term Time Address) |  |
| **Telephone Number:** |  | **Skype Username:** |  |
| **Personal Email Address:** |  | **University Email Address:** |  |

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| **RIGHT TO WORK IN THE UK**  All applicants need the Right to Work in Britain for the full duration of the internship being applied for. We welcome all applicants and the diversity they bring. However, immigration legislation will not allow the University to apply for a sponsorship certificate for SCPs, SBPs or GBPs. |
| **Nationality:** |
| **Type of Visa:** |
| **Current Visa Expiry Date** (if applicable): |
| **National Insurance Number** (or date when you have applied for one): |

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| **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 and any adjustments to undertake this role e.g. assistive software  *(this box expands as you type)* |  |

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| **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*. |  |
| Postgraduate student (part time). *Please note that this will limit you to working 18.25 hours per week during term time and vacation periods.* |  |
| 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) |  |

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| **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**  **Oct 2017** | **End Date**  **June 2020** | **Qualification Level**  **BA degree** | **Subject**  **English** | **Grade**  **(Awarded or Predicted)**  **2:1** |
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| **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 2019** | **End**  **Date**  **June 2020** | **Position Held**  **Customer Service Assistant** |
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| **PERSONAL STATEMENT**  Please state why you wish to work in this role and for this organisation. Please provide the STAR principle to every point in the person specification requirements. Please draw on relevant experiences including your degree, paid employment, society roles, voluntary work, travelling and interests.  Between 750-1500 words *(this box expands as you type)* |
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| REFEREES Please give the names and addresses of two referees who are able to comment on your suitability for this appointment. Ideally at least one should be an Academic Personal Tutor, Course Lecturer or recent Employer. Offer of employment is subject to satisfactory reference, so reference may be taken at point of offer to the successful applicant: | | | |
| **Name:** |  | | |
| **Job Title:** |  | **Mobile Phone:** |  |
| **Address:** |  | **Telephone Number:** |  |
| **Post Code** |  | **Telephone Daytime:** |  |
| **Email Address:** |  | | |

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| **Name:** |  | | |
| **Job Title:** |  | **Mobile Phone:** |  |
| **Address:** |  | **Telephone Number:** |  |
| **Post Code** |  | **Telephone Daytime:** |  |
| **Email Address:** |  | | |

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| 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. |

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| **FURTHER COMMUNICATIONS**  On regular occasions we contact applicants from previous roles to promote other internships and employer facing services (Events, Mentoring etc.), that are similar in nature, or where your degree discipline and/or experience matches that of a current internship or careers service we have on offer. 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 wish to be contacted regarding other similar internships or services |  |
| No – I do not wish to be contacted about other internships or services |  |

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| **BULLETIN SIGN UP**  We send out a weekly vacancy bulletin email, please tick the relevant box below if you wish to receive this: | |
| Yes – I wish to be added to the bulletin mailing list |  |
| No – I do not wish to be added to the bulletin mailing list |  |

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| **PLEASE INDICATE HOW YOU FOUND OUT ABOUT THIS VACANCY:** | |
| Our web pages - www.exeter.ac.uk/internships |  |
| University website under “Working for Us” |  |
| My Career Zone |  |
| Internship Bulletin (Graduate/Student) |  |
| [www.gradsouthwest.ac.uk](http://www.gradsouthwest.ac.uk) |  |
| [www.jobs.ac.uk](http://www.jobs.ac.uk) |  |
| Your University or FE College (not University of Exeter) |  |
| Other Graduate Recruitment website |  |
| Career Zone What’s On Email |  |
| My Career Zone Targeted Email |  |
| Personal Email |  |
| Communication from your college (University of Exeter Only) |  |
| Student News In Brief Email |  |
| University of Exeter campus marketing e.g. talks, plasma screen, careers fairs |  |
| Graduation Ceremony |  |
| University of Exeter Student Society |  |
| Facebook |  |
| Twitter |  |
| LinkedIn |  |
| University of Exeter Alumni Social Media |  |
| 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.*

**Please return your completed form to internships@exeter.ac.uk**