



## UNITED NATIONS INFORMATION CENTRE – ACCRA

Web: <http://accra.unic.org>

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E-mail: [internship.accra@unic.org](mailto:internship.accra@unic.org)

### INTERNSHIP APPLICATION FORM

Please use capital letters only - Verify all details

1. PERSONAL DATA		
1. Surname	2. First name	3. Gender
4. Date of birth (dd/mm/yy)	5. Country of birth	6. Present nationality
7. Present Address		
8. Permanent Address		
9. Telephone number	10. Fax number	
10. Email Address	11. Mobile Phone	

2. OTHER INFORMATION		
In case of emergency please notify		
12. Surname	13. Given name	14. Present nationality
15. Relationship to applicants	16. Address	
17. Permanent Address		
18. Telephone number	19. Fax number	
20. Email Address	21. Mobile Phone	

### 3. EDUCATION, EMPLOYMENT and SKILLS INFORMATION

**Higher Education (College/University)**

Clearly state the title of the degree(s), the exact starting date and the date when the degree of the current program enrolment (education to be completed) will be obtained.

**22. Completed Education**

Institution (name/city/country)	Attended		Degrees obtained	Major subjects of study
	From (m/y)	From (m/y)		

**23. Current Education**

Institution (name/city/country)	Attended		Degree to be obtained	Major subjects of study
	From (m/y)	From (m/y)		

**24. Is the Internship compulsory for your academic institution?** YES \_\_\_\_\_ NO \_\_\_\_\_

If 'Yes', please complete below:

Name Mentor

Institution

Telephone number

E-mail address

**25. Previous work experience (if applicable)**

Period	Organisation	Job Description

**26. Computer Skills (mark with 'X')**

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\_\_\_ tehsdaerpS

\_\_\_ esabataD

\_\_\_ ngised egap beW

\_\_\_ hcraeser tenretnI

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27. Language proficiency (E: Excellent - VW: Very well – G: Good - A: Average – N: Notions)			
	Read	Write	Speak
English			
French			
Spanish			
Portuguese			
Other			

**4. INTERNSHIP INFORMATION**

**28. Please indicate your availability for an internship (period and year):**

Option 1: from ...../...../..... to ...../...../.....  
 Option 2: from ...../...../..... to ...../...../.....

**29. List two references (no relatives/family) UNIC Accra can contact (minimum 1 academic)**

**Reference 1:**

<b>Name</b>	<b>Organisation</b>
<b>Telephone number</b>	<b>E-mail address</b>

**Reference 2:**

<b>Name</b>	<b>Organisation</b>
<b>Telephone number</b>	<b>E-mail address</b>

**30. Describe why you wish to apply for a UNIC Accra internship (complete below / attach cover letter)**

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

I hereby certify that the forgoing statements and answers are true, complete and correct to the best of my knowledge and can be verified at any time.

Signature (when applying by e-mail, type your name) Date (dd/mm/yy)

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