

**UNESCO BANGKOK**

**INTERNSHIP PROGRAMME APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Family Name:** | | | | | **Given Names:** | | | |
| **2. Sex:**  ❑ Male ❑ Female | | | | | **3. Marital Status:** | | | |
| **4. Date of Birth** *(Day/month/year)***:** | | **5. Place of Birth:** | | | **6. Present Nationality:** | | | |
| **7. Permanent Address:**  Tel.:  Fax:  E-mail: | | | | | **8. Present Address:**  Tel:  Fax:  E-mail: | | | |
| **9. In case of emergency, notify:**  Name:  Address:  Tel: | | | | | | | | |
| **10. Knowledge of Languages:** | | | | | | | | |
|  | **Read** | | | **Write** | | | **Speak** | |
| **Language** | ***Easily*** | | ***Not easily*** | ***Easily*** | | ***Not easily*** | ***Easily*** | ***Not easily*** |
| English |  | |  |  | |  |  |  |
| Other: *(Please specify)* |  | |  |  | |  |  |  |

|  |  |  |
| --- | --- | --- |
| **11. Computer Skills:** | | |
| MS-Word | ❑ Yes | ❑ No |
| MS-Excel | ❑ Yes | ❑ No |
| MS-PowerPoint | ❑ Yes | ❑ No |
| MS-Project | ❑ Yes | ❑ No |
| Website Design | ❑ Yes | ❑ No |
| Graphic Design | ❑ Yes | ❑ No |
| Multimedia Design | ❑ Yes | ❑ No |
| Website Programming | ❑ Yes | ❑ No |
| Database Design | ❑ Yes | ❑ No |
| Other *(Please specify)*: | | |
| **12. Other Skills and Knowledge:** | | |
| Education *(please specify areas of specialization)*: | ❑ Yes | ❑ No |
| Social Research | ❑ Yes | ❑ No |
| Human Rights | ❑ Yes | ❑ No |
| Gender | ❑ Yes | ❑ No |
| Cultural Issues *(tourism, cultural heritage)* | ❑ Yes | ❑ No |
| Statistics / Information Management | ❑ Yes | ❑ No |
| HIV/AIDS /School Health | ❑ Yes | ❑ No |
| Project Management | ❑ Yes | ❑ No |
| Information Technology | ❑ Yes | ❑ No |
| Library Science | ❑ Yes | ❑ No |
| Conference Organizing | ❑ Yes | ❑ No |
| Development Planning and Analysis | ❑ Yes | ❑ No |
| GIS Analysis | ❑ Yes | ❑ No |
| Public Information/Journalism | ❑ Yes | ❑ No |
| Other *(Please specify)*: | ❑ Yes | ❑ No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **13. Insurance:**  ❑ Yes, I hereby confirm that I hold a health/ accident insurance policy:   * Company name: * Policy number:   ❑ Yes, this insurance is effective in Thailand  ❑ No, this insurance is not effective in Thailand  ❑ Yes, I have attached a medical certificate of good health. | | | | |
| **14. Higher Education (College/University)** | | | | |
| **Institution Name, Place and Country** | **Attended  from/to** | | **Degrees Obtained** | **Major Subjects of Study** |
|  | Mo./Yr | Mo./Yr |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Degrees expected |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **15. Employment: Please describe any previous practical experience and/or previous internships you may have had, giving full details of your duties. Use an additional sheet if necessary.** | | | | |
| **16. Please give/attach a brief description or outline of research or other work you would like to accomplish during your internship at UNESCO** | | | | |
| **17. Career Plans:** | | | | |
| **18. Other Relevant Information:** | | | | |
| 1. University scholarships or academic distinctions: 2. Publications (if any): 3. Have you ever applied for regular employment with the United Nations?   ❑ Yes ❑ No  If yes, please give dates and name of agency.  Agency: | | | | |
| **19. Please indicate duration and period of time in which you will be available to intern:**  *(6 months maximum)*  Number of Months:  Possible starting date (mm/dd/year):  Possible end date *(mm/dd/year):* | | | | |
| **20. References: List three persons, not related to you, who are familiar with your character and qualifications.**  **Name 1:**  Full address:  Business/occupation:  Phone/e-mail**:**  **Name 2:**  Full address:  Business/occupation:  Phone/e-mail**:**  **Name 3:**  Full address:  Business/occupation:  Phone/e-mail**:** | | | | |
| 21. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief, and that I have read and intend to comply with the objectives and conditions of the internship programme (Annex I)  ………………………………………….. ………………………………  Signature Date | | | | |

**ANNEX 1**

**Objectives and conditions of the internship programme**

|  |  |
| --- | --- |
| **Objectives** | The purpose of the UNESCO internship programme is to offer current graduate and post-graduate students the opportunity to enhance their academic knowledge through practical work assignments. In return, UNESCO benefits from the assistance of talented and qualified interns, specializing in various professional and technical fields. |
| **Conditions** | * + - 1. The duration of an internship shall vary according to the type of assignment, the Organization’s needs, as well as the intern’s availability and academic requirements. The standard duration shall be four to six months, with a minimum duration required of one month. The total duration of internship shall not exceed six months.  1. Arrangements and costs for travel, visas[[1]](#endnote-1), accommodation and living expenses are under the responsibility of interns or their sponsoring institution(s). 2. UNESCO accepts no responsibility for the medical insurance of the intern or for costs arising for accidents and illness incurred during an internship. Interns are fully responsible for arranging, at their own expense life, health and other forms of insurance covering the period of internship at UNESCO. 3. UNESCO does not remunerate interns and interns are not considered UNESCO staff members.   5. The intern undertakes to conduct himself/herself at all times in a manner compatible with his/her responsibilities as a participant in a UNESCO internship programme.  6. The intern must keep confidential any and all unpublished information made known during the course of the internship and not publish any reports or papers on the basis of information obtained except with the authorization of UNESCO.  7. The intern will provide written notice in case of illness or other unavoidable circumstances which might prevent him/her from fulfilling the internship.  8. The intern is expected to make a short report on his/her assignment of the internship and to submit it to the Chief, Administration & Finance Unit, through the head of the unit concerned. |

1. For internships less than two months, a tourist visa will be sufficient.

   For internships of two to six months, a non-immigrant visa should be obtained. [↑](#endnote-ref-1)