**APPLICATION FORM**

**UNPAIDINTERNSHIP**

**PERSONAL INFORMATION**

First Name:

Last Name:

Born in: on:

Permanent Home Address:

CurrentAddress (ifdifferent):

Telephone: mobile: email:

Tax Code:

**CATEGORY**(tickonlyone option)

* Three-yeardegreecourse - Isthisinternshiprequiredpart of your curriculum and therefore a necessaryECTScriterion? 🗖yes🗖 no
* HigherDegree Courses - Isthisinternshippart of your curriculum and therefore a necessaryECTScriterion? 🗖yes🗖 no
* Master'scourse - Do youneedto dothisinternshipas part of yourmaster'scourse?

 🗖yes🗖 no

 Haveyoucompletedyourmaster'scourse? 🗖yes🗖 no

* RecentGraduates
* Other/Interested in doing an internship

**DURATION**

The internshipis25 hours per week for a minimum of four weeks and a maximum of eight. Are youavailable to do this?

* Yes
* No
* Yes, but I needfewercredits
* No, I havetoearn more credits so I need to do a longerinternship (number of hours \_\_\_\_\_)
* No, I have to earnfewercredits so I need to do a shorterinternship (number of hours \_\_\_\_\_)

**EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| Institute\* | Final Year \*\* | Qualification |
|  |  |  |
| \* Provide the name of the University, Faculty, Degree Course, PhD, Graduate School, or Masters Course. If you have completed more than one course, put the most recent one (or the current one) at the top \*\* Graduates must indicate the exact date (dd/mm/yy) of graduation |

|  |  |  |
| --- | --- | --- |
| Other training courses | From/To | Qualification (if any) |
|  |  |  |

**LINGUISTICSKILLS**

Pleaseindicate the level of proficiency (spoken and written):

|  |  |
| --- | --- |
| First language |  |
| English |  |
| Other language |  |

**WORK EXPERIENCE**

Pleasesummariseyourprevious work experience (paid or voluntary) and yourresponsibilitiesduring the period of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| From/To | Job Title /Position | Organisation | Responsibilities |
|  |  |  |  |

7. **Skills and abilities**

Why are yourskills and experience in paid or voluntary work suited to the requirements of theinternship? Mentionanyinformation aboutyourselfthatyouconsiderrelevant and significant.

|  |
| --- |
|  |

**OBLIGATIONS OF INTERNS**

1. Follow the guidance of the tutors and refer to them for all organisational or other issues;

2. Comply with the rules of hygiene, safety and health in the workplace, as well as the prevention and emergency measures adopted by the employer and all the provisions of the host organisation in conformity with art. 5 of the Convention implementing Legislative Decree No. 81/2008;

3. Respect confidentiality and do not disclose to third parties, without the prior consent of the host organisation, information, documents and/or knowledge obtained during the internship. The confidentiality requirement also extends beyond the duration of the internship; if the internship is part of a university requirement, complete the daily register of activities.

**Information pursuant to art. 13 of Legislative Decree no. 196/2003**

The above information is used for purposes concerning this educational project by the Holders of the information. The personal information obtained is handled in the following ways: automatically (data management via IT tools) and/or on paper (collection, recording, storage, use of documents using files, cards, folders and records). It is obligatory to provide the above information as any refusal will make it impossible for universities to perform the tasks mentioned above. Personal information will be communicated to public and/or private parties only when this is required by law or by the internal regulations regarding the application of Legislative Decree 196/2003. The information will not be disseminated in any way whatsoever. You may exercise the rights under art. 7 of the said decree, requesting to know the names of the data processing personnel, to access their data in order to know, verify the use of or, in extreme cases, correct, request an update, alteration, integration, cancellation, or to oppose their use. The holders of the data are the Promoter and the Host Organisation.

**Dated** ................................................

Signature of **Intern**for acknowledgement and acceptance

Signature and stamp of the **Host Organisation**