

HemiHelp

Application for internship

Please print clearly in block capitals and black ink

Position applied for

Personal information

Title	
Forenames	Surname
Address	Telephone numbers: Home Mobile
	Email address
How did you hear about this vacancy?	

Referees

Please name two referees, including your current or most recent employer (excluding relatives). Employment is subject to satisfactory references; your current employer will not be approached without your permission.

Full name	Full name
Address	Address
Email address	Email address
Telephone no.	Telephone no.
How is the referee known to you?	How is the referee known to you?

Education (Secondary/ Higher)

School/ College/ University attended	Dates (from/ to)	Subjects studied and grades attained at GCSE, A-Level and above

Training and personal skills

Please indicate skills and training courses undertaken relevant to this appointment

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Employment History

Begin with present occupation/last employer and work backwards. Please account for any gaps in your employment history.
Continue on a separate sheet if necessary.

From/to	Employer, type of business	Position held, responsibilities and reason for leaving
Date available to start, or notice required		

Please give details of hobbies and interests (include membership of any organisation, any office held and any voluntary work)

Do you have any unspent convictions under the terms of the Rehabilitation of Offenders Act 1974? Yes/No

Additional information

Please explain:

- 1) Why you are applying for this position
- 2) Outline how you meet the person specification, using specific examples
- 3) Add any other relevant information in support of your application.

You may use extra sheets (not more than two).

To complete this section you should give specific examples of how your skills, knowledge and experience meet the corresponding criteria. Remember to include any relevant skills and experience gained outside paid employment e.g. through voluntary work.

When we shortlist we can only use the information that you provide and if you do not describe how you meet all the criteria, you may miss the chance to be shortlisted for a post that you might be able to do.

I confirm that all the above information is correct

SIGNED:

DATE:

Application and interview date for Information Intern

Applications to be completed and returned by: **Wednesday 8th September 2010**

Interviews planned to take place on: **13/ 14th September 2010**

To have an informal chat about the role, contact Eve Critchley on 0845 120 3713

Applications to be posted to: Eve Critchley, HemiHelp, 6 Market Road, London N7 9PW sent by email to: eve@hemihelp.org.uk