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|  **Internship Application Form***Closing date:* ***6th April 2020***

|  |  |  |
| --- | --- | --- |
| **Personal details**  | **Surname:** |       |
|  | **First name(s):** |       |
|  | **Date of birth:** | *(dd/mm/yyyy)* |
|  | **Male/ Female** |  |       |
|  | **State of Origin:** |  |       |
|  | **Nationality:** |       |  |
|  | **Other nationality(-ies):** |       |
| **Mailing address**  | **No. Street:** |             |
|  | **Post Office Address:** |             |
|  | **Town:** |       |
|  | **Country:** |       |
|  | **Telephone:** |       |
|  | **Mobile:** |       |
|  | **E-mail:** |       |
| **Education** | *Give full details beginning with the latest (primary and secondary school details are not required).* |
|  | **Years** | **Institution***(name, place)* | **Degree obtained** | **Main field(s) of study** |
|  |       |       |       |       |
|  |       |       |       |       |
|  |       |       |       |       |
|  |  |
| **Computer skills** | *For computer skills please check the box.*  |
|  | **Word processing:** | **[ ] very proficient** |  **[ ] Proficient** **[ ] beginner** |  |
|  | **Spreadsheets:** | **[ ] very proficient** |  **[ ] proficient [ ] beginner** |  |
|  | **Data bases:** | **[ ] very proficient** |  **[ ] proficient [ ] beginner** |  |
|  | **Presentation software:** | **[ ] very proficient** |  **[ ] proficient [ ] beginner** |  |
|  | **Others (*please specify*)** |
|  | Please explain what work you have been able to do with the packages listed above:       |
| **Professional experience** | *List positions held in reverse order, (starting with the current/latest one including* ***NYSC****):* |
|  | **Date:**  | **From:** |       *(mm/yyyy)* |
|  |  | **To:** |       *(mm/yyyy)* |
|  | **Job title:** |       |
|  | **Employer:** | **Name:** |       |
|  |  | **Address:** |       |
|  |  | **Tel:** |       | **Fax:**       |
|  |  | **E-mail:** |       |
|  | **Description of your duties and responsibilities:** |       |
|  |  |
|  | **Date:**  | **From:** |       *(mm/yyyy)* |
|  |  | **To:** |       *(mm/yyyy)* |
|  | **Job title:** |       |
|  | **Employer** | **Name:** |       |
|  |  | **Address:** |       |
|  |  | **Tel:** |       | **Fax:**       |
|  |  | **E-mail:** |       |
|  | **Description of your duties and responsibilities:** |       |
| **Academic achievements** | **Please indicate any academic published works and other recognized achievements and/or any previous practical experience you may have, giving details of your duties.**       |
| **Expression of Interest** | **Please state in not more than 200 words why you are interested in the development sector** |
| **Medical Self Declaration***Do you have any physical disability or condition which may need taking into consideration in the workplace?*  |
| **No [ ]  Yes** *[ ]  If “yes”, please give full particulars*       |
| **References** |  List persons not related to you, who are familiar with your character and qualifications |
|  | **I** |
|  | **Name:** |       |
|  | **Occupation/ Business, Title:** |       |
|  | **Contact details & Email:** |       |
|  | **II** |
|  | **Name:** |       |
|  | **Occupation/ Business, Title:** |       |
|  | **Contact details & Email:** |       |
|  | **III** |
|  | **Name:** |       |
|  | **Occupation/ Business, Title:** |       |
|  | **Contact details & Email:** |       |
| **Potential Issues***Have you ever been convicted?*  |
| **No [ ]  Yes** *[ ]  If “yes”, please give full particulars*       |
| ***I certify that my answers to the above questions are true, complete and correct to the best of my knowledge and belief.*** |
| **Date:**       *(dd/mm/yyyy)* | **Signature**:       |

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