

UNITED NATIONS CENTRE FOR REGIONAL DEVELOPMENT

Internship Programme Application Form

Please print clearly, preferably typed

PART I

1. Applicant information:

Family name (surname): _____

First name (given name): _____

Middle initial: _____

Gender (sex): _____

Date of Birth (day/month/year): _____

Nationality at birth: _____

City / Country of birth: _____

Present nationality: _____

Present Address: _____

Telephone: _____

Fax: _____

e-mail: _____

2. Emergency contact information:

In case of emergency, notify: _____

Address: _____

Family name (surname): _____

First name (given name): _____

Relations: _____

Telephone: _____

Fax: _____

e-mail: _____

*I hereby confirm that I hold a health/accident insurance policy with the following insurance company:

Company name: _____

Policy Number: _____

3. Higher education (college/university) and language skill information:

*Please attach your university credit/marks/scores in transcript.

*Please give exact name of institution and titles of degrees in original language. Please do not translate or equate to other degrees.

Full title of the degree: _____

Degree expected (m/y): _____

Study started (m/y): _____

Main course of study: _____

University name: _____

City: _____

Country _____

Full title of the degree: _____

Degree expected (m/y): _____

Study started (m/y): _____

Main course of study: _____

University name: _____

City: _____

Country _____

Full title of the degree: _____

Degree expected (m/y): _____

Study started (m/y): _____

Main course of study: _____

University name: _____

City: _____

Country _____

4. Knowledge of Languages:

	Read		Write		Speak	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
English						
French						
Other: (Please specify)						

5. Internship information

Please indicate in order of preference of your availability for the internship period:

(* UNCRD only accepts interns for a minimum of 2 months and a maximum of 6 months)

From: _____ To: _____

6. Computer skills:

- ___ Word processing
- ___ Internet research
- ___ Spreadsheet
- ___ Database
- ___ Web page design

7. Previous employment experience (use additional sheet if necessary):

8. Preferred work assignment:

Please indicate by numbering in order of preference three main areas in which you would like to be considered for an internship.

- ___ Administration and management
- ___ Legal affairs
- ___ Accounting and auditing
- ___ Library science
- ___ Development planning and analysis
- ___ Political affairs
- ___ Disarmament affairs
- ___ Peace-keeping operations
- ___ Economic and social research

- Population affairs
- Environmental affairs
- Public information and journalism
- Humanitarian affairs
- Sustainable development
- Information systems
- Translation and terminology
- Law of the sea
- Women's issues

9. Other relevant information:

1. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, please explain and attach the release document from the authority.

(*You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.)

10. Statement of understanding of the Internship

I understand that, should I be accepted as an intern in UNCRD, the following conditions will apply:

a) Status: I understand that I am not entitled to the privileges and immunities accorded by member states to UNCRD, its officials and staff members.

b) Financial Support: I shall not be paid by UNCRD and must make my own arrangements for living expenses. Travel costs to and from the duty station and living accommodation are also my own responsibility or those of the sponsoring institution.

c) Medical Health and Life Coverage: UNCRD accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life insurance. I will be covered by the health and life insurance during the internship period.

d) Confidentiality and Publication of Information: As an intern, I will respect the confidentiality of information that I collect or am exposed to at UNCRD. No reports or papers may be published based on information obtained from UNCRD without the explicit written authorization of UNCRD.

f) Employment Prospects: The UNCRD Internship Programme is not connected with employment and there is no expectancy of such.

Signature: _____

Date: _____

Please send your application forms to:

Internship Programme Coordinator
United Nations Centre for Regional Development
1-47-1 Nagono, Nakamura-ku, Nagoya 450-0001

*Applications should be sent to the following address no earlier than 8 months and no later than 6 months before the start of your intended period.

Before you send this application, please use the following checklist to verify whether you have followed all necessary steps:

1. All questions in the form have been answered.
2. You have attached your curriculum vitae and have written a short essay stating your purpose in obtaining this internship (in English and Japanese).
3. You have signed the form.
4. You have made 2 copies of everything for submission.