**1. Contact Details**

***Please forward completed forms to*** [***summerexperience@bradford.ac.uk***](mailto:summerexperience@bradford.ac.uk)

***You can also contact the Employer Services Team on 01274 238623***

|  |  |
| --- | --- |
| Name of Organisation |  |
| Name of Contact |  |
| Contact Tel |  |
| Contact Email |  |
| Organisation Trading Address |  |

**(Internal Departments only) The following must be filled by internal departments before proceeding.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of personnel able to authorise payment (please print)** | | | **Signature** | | | **Date** |
| **1.** | | |  | | |  |
| **2.** | | |  | | |  |
| Cost Code |  | Cost Centre | |  | Detail |  |

**2. Eligibility**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please state whether you are:** | **Charity/Voluntary organisation SME Other** | | |
| Which of the following sectors applies either to the organisation or the potential internship project? | **Sector** | **The Organisation** | **The Internship** |
| Legal profession |  |  |
| Accountancy |  |  |
| HR Management |  |  |
| Marketing and PR |  |  |
| Environmental |  |  |
| Archaeological |  |  |
| Forensic and biomedical sciences |  |  |
| New Media |  |  |
| Digital Industries and Informatics |  |  |
| Creative and Cultural Industries |  |  |
| Built Environment and Engineering |  |  |
| Social and Developmental, including NGOs  Retail & Sales |  |  |

**3. The internship**

|  |  |
| --- | --- |
| **Project title** |  |
| Project description and responsibilities required  *Please bear in mind this is to be completed in 6 weeks (210 hours maximum)* | *A brief description of the project and what it will involve. You may want to provide some contextual information and outline how the intern would benefit, eg skills developed to attract the best candidate* |
| Please indicate ideal start and end date |  |
| Please indicate number of hours per week including specific days and times if part time |  |

# Candidate Profile

|  |  |
| --- | --- |
| Ideal candidate characteristics / Person requirements | *These might include degree studying, personal skills, work or voluntary experience etc.* |

# Other Information

|  |  |
| --- | --- |
| Method of Application (i.e. CV & Covering letter) and deadline, interview dates |  |

**5. Form completed by**

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Date |  |