



**An Roinn Gnóthaí Eachtracha agus Trádála  
Department of Foreign Affairs and Trade**

**Internship Application Form**

**Conflict Resolution Unit**

Please submit completed forms to [cruintern@dfa.ie](mailto:cruintern@dfa.ie) by 17:00 Dublin time on 29<sup>th</sup> June 2018.

Please tell us how you heard about this internship:

**1. Personal Details**

Surname:

First Name:

Address:

Contact Telephone No.

E-mail address:

## 2. Academic, Professional or Technical Qualifications

### Primary Degree:

University, College or Examining Authority	Full Title of Qualification and Final Grade Obtained	Subject Studied in Final Examination	Date Obtained

### Additional Qualifications:

University, College or Examining Authority	Full Title of Qualification and Final Grade Obtained	Subject Studied in Final Examination	Date Obtained

### **Current membership of any professional, academic or other associations:**

Please give details:

### 3. Relevant Experience

Please detail any previous roles (paid or unpaid), which demonstrate the experience as required in the Internship Notice and suitability to perform the tasks listed in the Job Specification, starting with the most recent first.

#### **Current or most recent role:**

<b>Name of Organisation:</b>			
<b>Position Held:</b>			
<b>Date Started:</b>		<b>Leaving Date:</b>	

<b>Brief description of Role:</b> <i>(75-125 words)</i>			
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#### **Previous roles:**

<b>Name of Organisation:</b>			
<b>Position Held:</b>			
<b>Date Started:</b>		<b>Leaving Date:</b>	

<b>Brief description of Role:</b> <i>(75-125 words)</i>			
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<b>Name of Organisation:</b>			
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<b>Position Held:</b>	
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<b>Date Started:</b>		<b>Leaving Date:</b>	
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<b>Brief description of Role:</b> <i>(75-125 words)</i>	
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#### 4. Additional Skills

##### IT Skills

It is assumed applicants will be proficient in using Microsoft Office including Word, and Excel, Microsoft Outlook, etc. Please detail level of other IT skills, in particular any skills that may be of benefit in meeting the Job Specification (e.g. desktop publishing, web editing, knowledge management and contacts management). *(50-100 words)*

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##### Other Skills

Please indicate any other skills not already specified (e.g. language skills) that you believe may be relevant. *(25-75 words)*

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**5. References**

*Please provide the following information in respect of two referees, at least one of whom should be an academic referee.*

<b>Name:</b>	
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<b>Title/Position:</b>	
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<b>Address:</b>	
<b>Email:</b>	
<b>Tel:</b>	

<b>Name:</b>	
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<b>Title/Position:</b>	
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<b>Address:</b>	
<b>Email:</b>	
<b>Tel:</b>	

<i>Please tick the box if you do not wish for us to contact these referees without notifying you in advance.</i>	<input type="checkbox"/>
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## 6. Information in support of your application

### Suitability for the Role

*Please give a brief outline of why you are interested in this Internship, how you would benefit from it, and the particular qualities and experience you would bring to the role. (200-400 words)*