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| **EMPLOYABILITY** **AND CAREERS**  | **essex logo white unbled.eps** |

**Essex Interns Registration Form**

**PLEASE READ OUR FAQ SHEET BEFORE COMPLETING ALL SECTIONS OF THIS FORM AND SENDING IT WITH A COPY OF YOUR CURRENT CV TO:** **INTERNSHIPS@ESSEX.AC.UK**

**ABOUT YOU:**

|  |  |
| --- | --- |
| PRID Number: (Numbers & letters found on your student registration card e.g. JONES12345) |  |
| Surname |  |
| First Names |  |
| Title ( Mr, Miss, Mrs, Dr, Other) |  |
| How did you hear about Essex Interns? |  |
| Address and postcode: |
|  |
| Telephone Number: |  | Mobile Number: |  |
| University Email: |  | Private Email: |  |
| Degree Title (BA/MA etc.) and Subject: |  |
| **University of Essex students/graduates only:** Year of Graduation/Expected Year of Graduation |  |
| **Erasmus/Exchange students only**: Date you will leave Essex to resume at your home University. |  |
| Visa Status ( please see FAQ sheet) |  |

**ACCESS TO WORK:**

|  |  |
| --- | --- |
| Do you have access to a car? |  |
| Do you have any specific needs that you want to tell us about? |  |

 **LANGUAGE SKILLS AND LEVEL:**

|  |  |
| --- | --- |
| First/Native Language: |  |
| Other Language: |  | Level of Fluency: |  |
| Other Language: |  | Level of Fluency: |  |

**Data Protection**

All data collected will be held in accordance with the Data Protection Act. We will keep your data on file for the purpose of making you aware of internship opportunities and other relevant services that we offer within the Employability & Careers Centre. This is a University funded scheme, therefore we may also use data for statistical purposes within the University, to monitor and evaluate the effectiveness and impact of the scheme. Any statistical data will be presented anonymously. We will not share your data with any third party without your permission apart from HESA and HEFCE if required. Further information about HESA and HEFCE can be found on the Student Privacy Notice available at: <http://www.essex.ac.uk/records_management/policies/students.aspx>. You will be automatically removed from the scheme three years after graduation, however a record of necessary and relevant information will be retained on our systems for reporting purposes for as long as necessary to achieve this purpose. If you have any queries about the use of your data, please contact the Internship Team. **If you no longer wish to receive any information from the Internship Scheme, you can de-register by emailing:** **internships@essex.ac.uk**

**On applying to the scheme you agree: to maintain a smart, business-like appearance and behave in a professional manner remembering that you are an ambassador of the University of Essex at all times. You will abide by all policies and procedures relating to internships, and if offered an internship you will carry out the duties as described by any employer to the best of your ability, maintaining the confidentiality of organisation and client information. You will monitor your own progress and development, and will complete an evaluation following completion of any internship, recording and reflecting upon your experience and skills gained. Opportunities sent to you by the Internships Team are for you to consider as to their suitability, they do not constitute a recommendation by the Employability and Careers Centre.**

**Signed (Type name): Date:**