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**Essex Interns Employer Internship Vacancy Registration Form**

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| Employer Details | |
| **Organisation Name** |  |
| **Co. Registration Number or charity reg. no.** |  |
| **Contact Name** |  |
| **Contact Job Title** |  |
| **Contact Telephone Number** |  |
| **Contact E Mail** |  |
| **Business Address** |  |
| **Business Sector** |  |
| **Number of Employees** |  |
| **Is the location accessible by public transport?** |  |
| **Is the premises wheelchair accessible?** |  |
| **May we use your company name in promotional material?** |  |
| **Please tell us how you heard about Essex Interns** |  |

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| **Preferred degree subject** (Please put an x in the box for all that apply) | | | | |
| **Any degree subject** |  | | Global Studies |  |
| Accounting, Finance & Banking |  | | History |  |
| Acting and Theatre |  | | Human Rights |  |
| Actuarial Science |  | | Journalism |  |
| American (US) Studies |  | | Latin American Studies |  |
| Art History |  | | Law |  |
| Biochemistry |  | | Liberal Arts |  |
| Biological Sciences |  | | Literature and Creative Writing |  |
| Biomedical Sciences |  | | Marine Biology |  |
| Business and Management |  | | Marketing |  |
| Computer Science and Related |  | | Mathematics |  |
| Criminology |  | | MBA |  |
| Drama |  | | Modern Languages |  |
| Economics |  | | Philosophy |  |
| Electronic Engineering |  | | Politics |  |
| English Language and Linguistics |  | | Psychology |  |
| Entrepreneurship and Innovation |  | | Refugee Care (MA) |  |
| Environment |  | | Social Work/Care |  |
| European Studies |  | | Sociology |  |
| Film Studies |  | | Sports |  |
| Genetics |  | | Translation/interpreting ( MA) |  |
| If you have any queries please get in touch:  Email: internships@essex.ac.uk or call: 01206 873729 | | | | |
| Internship Requirements | | | | |
| **This Internship is suitable for a:** (Please put an x in the box for all that may be considered) | | | | |
| Student Intern Vacation | |  | | |
| Student Intern Part Time during term time | |  | | |
| Graduate Intern | |  | | |

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| Opportunity details - to be published |

Please use this space to provide us with as much information as you can relevant to your company and the opportunity. Providing us with more details about your organisation and the skills you are seeking enables us to more effectively promote and match your opportunity to the relevant prospective interns.

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| **This information will form part of the job advertisement published to potential interns:** |
| **Organisation Name:**  **Website:**  **Internship Job Title:**  **Internship Address:**  **Hours per week:**  **Preferable Start Date:**  **Duration:**  **Salary/Pay:**  *(We cannot advertise an internship without a specified salary or salary range)*  **Company Overview:**  *Please tell us a little more about your company - include anything here that you feel may be useful or of interest to a potential employee (for example benefits, Investors in People, a Two Ticks Employer):*  **Role Overview, Job Description and Person Specification:** *Please paste a job description here, detailing any specific skills and experience you require for this role.*  **How do you think the internship will benefit both the intern and your business?** *This might include the types of skills the intern might expect to develop in the role and the opportunities that will be provided to learn about the workplace and wider activities of the business* |

**To register a vacancy you must fully complete the fields above, read and sign page three of this document and email the whole document to** [**internships@essex.ac.uk**](mailto:internships@essex.ac.uk) **for approval.**

If your vacancy is approved it will be promoted to our students and graduates with a view to letting you have any applications received in approximately 10 working days. You will be notified once your vacancy goes live (we will get in touch if there are any problems preventing your vacancy from being approved).

It will be up to you to shortlist applications and arrange interviews directly with the candidates

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| In using this service you are agreeing to: |

* **Advise the Essex Interns office as soon as an intern is made an offer of employment**. **(You** must liaise directly with the intern to make the offer, agree start dates, hours, pay and the length of the internship).
* Directly employ the intern through PAYE. **All interns must be directly employed by you** **before they can undertake any work of any kind for you**. We do not accept applications for self-employed vacancies.
* **Pay the intern to at least National Minimum (age 21-24 rate) or Living Wage (https://www.gov.uk/national-minimum-wage-rates)** or ideally abovefor all and any work undertaken for you. We expect you to pay the intern at least monthly.
* Check if the intern has the **legal right to work** in the UK under the Immigration, Asylum and Nationality Act 2006 BEFORE employment commences. This is your legal responsibility. Information about employment legislation may be found at [**https://www.gov.uk/browse/employing-people**](https://www.gov.uk/browse/employing-people)
* Ensure that the intern is covered by appropriate insurances (including Employers’ Liability and Public Liability Insurance) as required by UK Law and as applied to other employed staff within the organisation.
* Ensure that you comply with all current UK Employment, Equal Opportunities and Health & Safety Legislation.
* Provide the intern with a written statement of terms of employment and provide an appropriate induction process including relevant health and safety training as necessary. We do ask that you bear in mind that this may be the intern’s first experience of formal work and therefore they may require additional coaching in some of the aspects of work etiquette that we take for granted, such as dress code, time-keeping, sickness reporting etc.
* Identify a member of staff to support the Intern and to monitor progress, identifying developmental and training needs where appropriate (this can be on a formal or informal basis). Review progress and provide feedback to the intern on a regular basis and encourage the intern to monitor their own development and progress. Seek to resolve any difficulties that might arise as quickly as possible.
* **Notify us immediately of any changes to the agreed start and end dates, or other key elements of the internship.**
* Carry out a final review of the Graduate or student’s performance on completion of the internship and give overall feedback with an opportunity for the Graduate or student to feedback on their experience.
* Provide the Intern with a written reference or endorses a review of their performance and the skills demonstrated and projects/tasks accomplished where possible.
* **Notify all unsuccessful applicants for the internship and where possible give feed back to them.**

**NB: This is a free service provided by the University of Essex for the benefit of our students and graduates. Essex Interns reserve the right not to accept, or to withdraw any notified vacancy and/or funding at their discretion without publishing a reason. (Decisions will be based upon national best practice guidelines and internal scheme criteria). Internship offers may be declined if the vacancy does not offer the developmental and supervision requirements of an internship or if we do not have candidates looking for internships in this discipline.**

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| NB: Completion and return of this form will be considered acceptance of the above conditions |

*We will store contact details received via this form on our CRM systems for the purpose of recording our communication with you, administration, and reporting, and to keep you periodically informed of our services for employers. More information about the collection and use of your data can be found in our* [***Privacy Notice***](https://careerhub.essex.ac.uk/Employers/Privacy_Notice.chpx)*.  If you do not wish for your contact information to be stored and used in this way please email* [*employerlink@essex.ac.uk*](mailto:employerlink@essex.ac.uk) *to let us know.*

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| **Insert name** |  | **Date** |  |

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| email this form in MS word format to: internships@essex.ac.uk |

August 2019