

## Personal Details

Title:

Surname:

Given Name(s):

Birth Date:

Nationality (ies):

Citizenship:

Email Address:

Postal Address:

City or Town:

Postcode:

Country:

Telephone number (including Area Code):

University attending/attended:

Course of study:

How did you hear about this internship programme?

## Availability

Typically voluntary internships last for 3 months, but exceptions can be made from time to time. Please indicate your availability and your preferred intake period in your application.

March-May

Jun-Aug

Sept-Nov

Dec-Feb

You should submit your application at the very latest 5 weeks before you would like to commence your internship.

Internship applications can be received up to 9 months in advance.

Additional notes/remarks concerning your availability

Please note that the Embassy expects the chosen candidate to come in one or two days before the starting date in order to facilitate handover with the outgoing intern.

## Referees

Please provide the names of two referees whom we will contact if you are shortlisted.

Referee 1

Referee's Name/Company:

Referee's Relationship to Applicant:

How long have you known the applicant: (*less than 1 year; 1 – 3 years; more than 3 years*)

Contact Email:

Telephone number (including Area Code):

Referee 2

Referee's Name/Company:

Referee's Relationship to Applicant:

How long have you known the applicant: *(less than 1 year; 1 - 3 years; more than 3 years)*

Contact Email:

Telephone number (including Area Code):

# Personal Statement

Please briefly explain your interest in an internship at the New Zealand Embassy

*125 words max*

# Selection Criteria

In order to demonstrate your written communication skills, please give a convincing account of your:

- oInterest in foreign and trade policy

*125 words max*

- o Interest in domestic New Zealand and German/EU affairs

*125 words max*

- o Strong interpersonal skills, ability to build productive working relationships, and ability to respond to challenges and adapt to changing work environments

*125 words max*

Please note that the attached files must be saved in one of the following formats: **.doc, .docx, .pdf, jpg**. (for a scan of the covering letter). They must be **all together no more than 5 Mb**.

## Applicant Statement

With the signature included in my covering letter I hereby declare that the above information is, to the best of my knowledge, true and correct. I consent to the Embassy's collecting and using information, and to relevant employers' disclosing information in relation to my work performance and conduct. This is for the purpose of assessing my suitability to carry out the tasks and duties entailed by the internship I have applied for, and my suitability to become an Embassy intern. I understand that misstatements or omissions made in the course of the selection process, if they are discovered, may result in failure to secure an internship or immediate discharge.

Signature:

Date: