



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Development Internship Application Form

Please submit completed forms to devintern@dfa.ie by **17:00 GMT on 8 November 2023**. If you require any reasonable accommodations to be made at any stage of the selection process please let us know by e-mailing devintern@dfa.ie

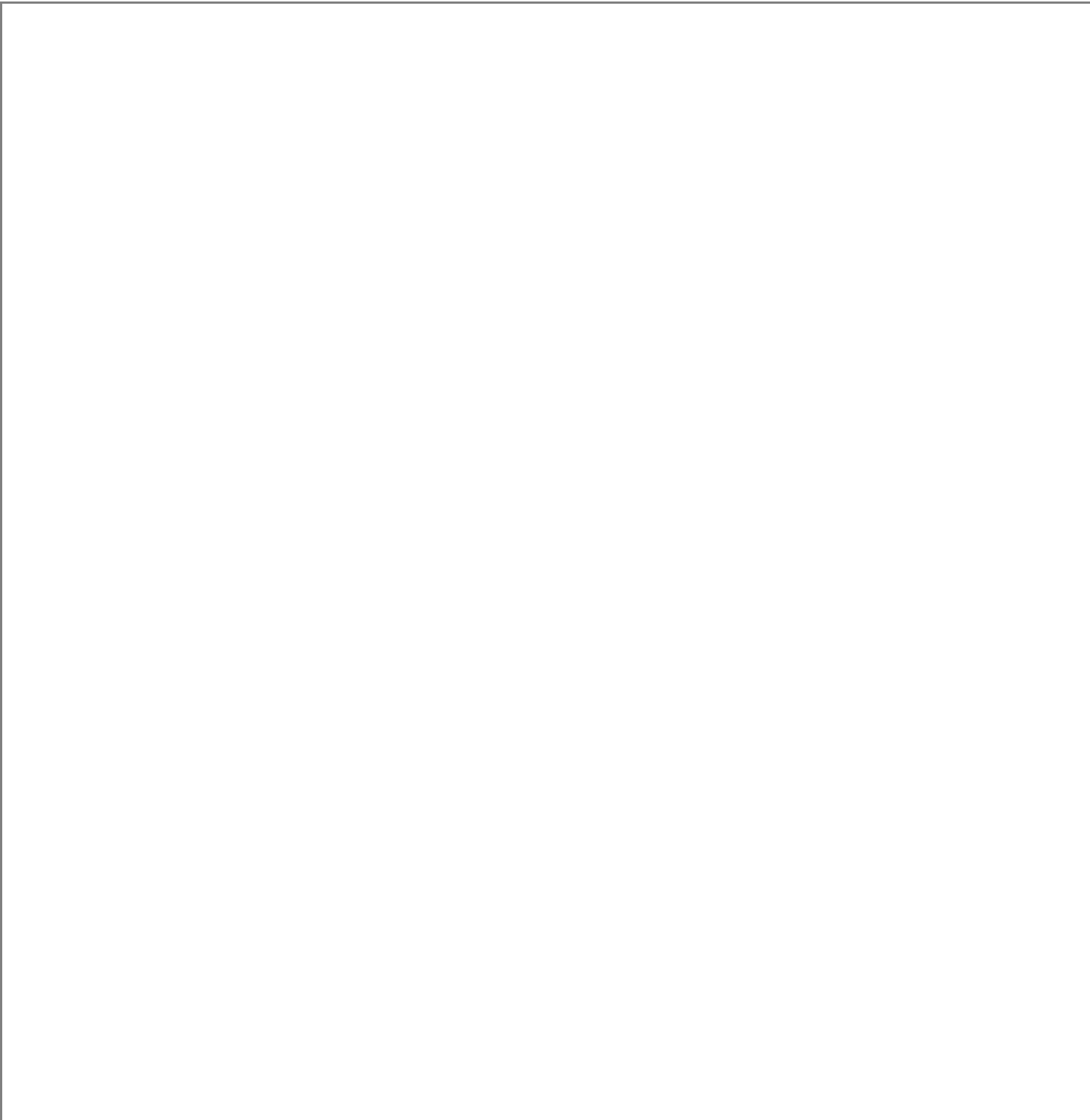
Please tell us how you heard about this internship:

1. Personal Details

Name	
Telephone	
Postal address	
E-mail address	
Citizenship	

2. 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 skills, qualities and experience you would bring to the role. (500 words max.)



3. Work 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. Add additional boxes if required

Current or most recent role:

Name of Organisation:			
Position Held:			
Date Started:		Leaving Date:	
Brief description of Role and your responsibilities: (75-125 words)			

Previous roles:

Name of Organisation:			
Position Held:			
Date Started:		Leaving Date:	

Brief description of Role and your responsibilities:
(75-125 words)

--

Name of Organisation:

--

Position Held:

--

Date Started:

--

Leaving Date:

--

Brief description of Role and your responsibilities:
(75-125 words)

--

4. Academic, Professional or Technical Qualifications

Second Level Education

School Attended	
Examination	
Year	

Please indicate the subjects examined and grades achieved in the final examination from second level (Irish Leaving Certificate, or equivalent)

Subject	Grade	Level

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 (please indicate if the results are still pending)	Subject Studied in Final Examination	Date Obtained (if not yet obtained, please indicate expected completion date)

Current membership of any professional, academic or other associations:

Please give details:

5. 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)

Language Skills

Please indicate your level of language proficiency by typing "Yes" in the appropriate column.

<u>Language</u>	<u>Fluent</u>	<u>Intermediate</u>	<u>Elementary</u>

Other Relevant Skills and Experience

Please indicate any other skills not already specified that you believe may be relevant. (max 200 words)

Extra-curricular interests and activities

Please list your main extra-curricular interests and activities. Outline, where appropriate, your personal contribution to them and any relevant achievements obtained. (max 150 words)

6. References

Please provide the following information in respect of two referees, one from your most recent supervisor (either work or academic).

Name:	
--------------	--

Name:	
--------------	--

Title/Position:	
------------------------	--

Title/Position:	
------------------------	--

Address:	
Email:	
Tel:	

Address:	
Email:	
Tel:	

<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"/>
--	--------------------------