# Icon Internship Application Form

**General Notes**

1. Download the application form and fill it in electronically
2. Restrict your application to this form only and refer to the guidance on the Icon website.
3. Give your application a file name according to the format <Surname, Forename Reference Number> and return as a word document only – e.g. Blogs, Joe, 1234
4. Submit your application via the Icon website here: <https://www.icon.org.uk/training/icon-internship-programme/vacancies.html>

Please ensure that you read the placement description and applicant requirements for this internship and that you use the application form to show how you meet the essential criteria. Do not submit any additional information with this application.

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| **Ref:** |  | **Placement** |  |

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| **Section 1** | **Applicant Information** |

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| --- | --- | --- | --- |
| **Surname** |  | **Forename** |  |
| **Address** |  | | |
| **Address 2** |  | **Town** |  |
| **Postcode** |  | **Country** |  |
| **Email** |  | **Telephone** |  |

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| Do you have the right to reside and work in the UK  *See Recruitment Guidance note V* | | **Yes / No** |
| If shortlisted, are there any reasonable adjustments which would need to be made?  *If yes, please refer to Icons Reasonable Adjustments Policy* | | **Yes / No** |
| Nationality |  | |
| Where did you see/hear about this internship: |  | |

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| **Section 2** | **Membership of relevant professional bodies** |

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| **Name** | | | **Membership Status** | |
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| **Section 3** | **Education & Training** | |

***Formal education:*** *starting with the most recent include qualifications achieved and those you are currently studying for.*

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| **Institution** | **Date: From / To** | **Qualification** |
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***Training:*** *starting with the most recent, include additional training relevant to your application e.g. work-based or short courses*

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| **Organisation** | **Date: From / To** | **Course Title** |
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| **Section 4** | **Employment & Work Experience** |

***Current / Most recent employment:***

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| **Employer** | **Date: From / To** | **Role** |
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***Previous employment / work experience:*** *starting with the most recent list all previous employers*

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| **Employer** | **Date: From / To** | **Role** |
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| **Section 5** | **Person Specification** |

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| **Practical Skills relative to placement requirement**  *100 word limit* |
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| **Knowledge relative to placement requirement**  *100 word limit* |
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| **What are your objectives in undertaking this internship? How does it fit within your career plan?** *100 word limit* |
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| **Section 6** | **References** |

Please provide names and e-addresses of two professional (not personal) referees familiar with your practical work where possible. Unless you request otherwise, Icon will pursue references after shortlisting and before interview. You should ensure a referee is fully informed of your intentions and the placement before citing their name. Referees are contacted by emails only. DO NOT provide telephone number or address as an alternative.

**Referee 1**

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| --- | --- |
| Name |  |
| Organisation |  |
| Email Address |  |
| Relationship to you |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Email Address |  |
| Relationship to you |  |

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| **Section 7** | **Criminal Convictions** |

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| Have you been convicted of any criminal offences which are not yet ‘spent’ under the Rehabilitation of Offenders Act 1974 as amended. | **Yes / No** |

If yes, please specify in each case.

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| --- | --- |
| Nature of the offence: |  |
| The sentence or Court Order: |  |
| The date of Conviction: |  |

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| **Section 8** | **Declaration** |

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for internship. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

By submitting this application form you agree to the processing of sensitive personal data, (as described above), and where applicable that the organisation can seek clarification regarding qualifications and professional registration details

**Candidate Declaration:** I declare that the information I have given in this application and other relevant documents is accurate and true. I understand that providing misleading or false information will disqualify me from selection or, if selected for the programme, may result in the termination of the internship agreement.

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| **Name:** | **Date:** |