

Icon Internship Programme

Application Guidance Notes

Please take the time to read these notes before submitting your application. If you do have further questions, please contact the Icon Training & Development Manager on 020 3142 6799 or by email on training@icon.org.uk.

Sections 1 and 2

- i. **Contact details:** We will primarily contact you via email. Please ensure that you include an address which you check regularly. We do occasionally need to post information, and it is important that these details are up to date.
- ii. **Residency requirements:** Icon is only able to offer internships to candidates who have the right to reside and work in the UK for at least the duration of the placement. Note that if you are in the UK with a student visa, you cannot transfer to an internship – you need to have your work/post-study visa in place before you apply. You will be required to supply proof of this at interview if selected.

Please note that Icon will not sponsor any intern in applying for a visa. For further information please visit <https://www.gov.uk/browse/visas-immigration/work-visas>

- iii. **Membership of professional bodies:** there is no requirement, but it gives us an indication as to your involvement in the conservation sector.

Sections 3 and 4

- iv. **Formal education and training:** Most vacancies require candidates to have formal conservation training, either through a recognised degree programme or other training route (such as an Apprenticeship). For those that don't, they will explicitly state this on the person description.
- v. **Employment and work experience:** This is focusing on work experience which is relevant to the position you are applying for. We recognise that it will not always been the case that you have had direct conservation work experience, and in those instances, it is important that you seek to address the key skills required of the candidate through this section.

Section 5

- vi. **Person specification:** Addressing this is a key aspect of your application. Avoid writing about how you feel about the heritage, or giving a detailed list of what you have done in your training or career. Instead, focus on:

Why you are interested in the particular placement you are applying for.

What relative practical skills do you have?

You have found out about conservation, the funder of the scheme, the host placement and the subject matter.

What are your objectives for undertaking the internship?

How does this internship will fit into your career plans? What uses you intend to make of it after completion?

Section 6, 7 and 8

- vii. **References:** We do follow up on all references once an offer of an interview has been made (unless you specifically ask us not to do so prior to appointment). It is the applicant's responsibility to ensure your referees are willing to provide a reference.
- viii. **Declarations:** Your application is the only information that the selection panel will have on you, please ensure that check your application for the accuracy of the information before you submit.

Additional Documents:

- ix. **Equality and Diversity:** Icon is committed to ensuring equality of access to all opportunities, as such we would be grateful if you could take the time to complete the diversity survey at the following link: <https://www.surveymonkey.co.uk/r/iipdiversity> when you submit your application.
- x. **Reasonable Adjustments:** Icon recognises that some applicants may require alternative arrangements during an interview. This may be because of a disability, medical condition or because English is not their first language.

Icon aims to ensure that Internships are open to all those who wish to apply, that is to provide equal access for all applicants. Icon aims to facilitate access to Internships to those who are eligible for reasonable adjustments, without compromising the skills, knowledge, understanding or competence required for the Internship.

For further information, please read Icons Reasonable Adjustment Policy on the website.

Submitting your form

- xi. **Submitting the form:** please email the completed form to training@icon.org.uk, paying attention to the guidance at the top of the application form. We will endeavour to acknowledge all applications, however please do bear in mind that this is not an automated system, and our Training & Development Manager has to be at their desk to do so. Please save all forms in word or pdf format only.

General Notes

When completing an application form for an internship, it is important to remember that many other applicants will probably be applying for the position. Your application is your first chance of impressing your prospective host so it is essential that you submit the best form that you can.

It is vital that you demonstrate your enthusiasm and your understanding of the sector and host that you are applying to, as well as emphasising relevant experiences from your academic, professional and social life which may be relevant.

We receive many applications for positions (often around 50 per position) and it is essential that you have clearly read and understood the guidance as well as the placement description.

- **Tailor your application:** Do this carefully for the placement you are applying for. Keep your application specific and to the point, avoid generalisations about the attractions of history and heritage. Please also consider that if you are applying for several different vacancies – even if they’re not at the same time that you do have to address the specific specialisms. If you find yourself applying for vacancies in stone as well as textiles you do need to convince us that you really want the specific vacancy rather than just any internship.
- **Don’t copy and paste:** This is very easy to spot, generally the comments don’t answer the questions which are being asked and often there is a big difference in the formatting. If you can’t put effort into preparing the application properly we are unlikely to put the effort into reading your application thoroughly.
- **Overusing bullet point lists:** Bullet points can be very useful when making a short point or highlighting specific areas, however if you write all of your responses in bullet points you don’t give yourself the opportunity to explain why the point is relevant.
- **Pay attention to word limits:** The word limit for all three main questions is 100 words, this is short, but is certainly enough space to demonstrate your skills and abilities.

Writing concisely is an art, but if you give yourself plenty of time to prepare it, take the time to think the application through fully and to focus on the points the question is asking you to make it is eminently possible.

We won’t penalise you if you go one or two words over, however very often people ignore this completely. This clearly shows that you have not read the application form properly or at its worst shows that the candidate doesn’t think it’s important. Please bear in mind that we have lots of applications to read, and at this stage we don’t want to read long blocks of prose.

- **Do include a message when sending your application:** Of course it isn’t essential, but it is a bit impersonal just to send a blank email without at least saying ‘please find attached my application for the internship position’.
- **Save the application properly:** We ask you to save the forms with a specific file name for a reason, it is clearly stated on the form how this should be done, so please do pay attention to this.