

## Personal Details/ Supporting Statement for Curriculum Enhancement Student Internship 2018/19

Please ensure this form is completed and submitted together with your CV.

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| **Student Internship Applied For** |  |

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| Title (Mr, Mrs, Ms Dr etc) |       | Surname/Family Name |       |
| First Name(s) |       |
| Address for correspondence |       |
| Postcode |       | Email Address |       |

We may need to contact you by phone. If this is acceptable please give the phone numbers where you can be reached or where messages can be left.

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| Daytime Contact no |       | Evening Contact no |       |

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| **Student status in 2018/19 academic year (eg level)** |  |
| **Are you able to attend an intern induction on Monday 10th June 2019?**  | Yes [ ]  No [ ]  (your response here will not influence the recruitment process) |
| **Have you previously undertaken a Curriculum Enhancement Internship?** | Yes [ ]  No [ ]  (your response here will not influence the recruitment process) |

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| **Entitlement to work in the UK for non-UK/EU/EEA citizens** |
| Do you have a Visa that allows you to work in the UK for the duration of the Internship? (Please provide proof- see below) | Yes [ ]  No [ ]  |
| National Insurance Number (you must provide this) |       |

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| Disability |
| **Applications are welcome from disabled people. Do you have a disability that you wish the panel to take into consideration? Please give details of any particular requirements** |

**Privacy Notice**

The University collects and processes your personal data to perform its public task and fulfil its education and support obligations to you.  The [Student Fair Processing Notice](https://www.ljmu.ac.uk/~/media/files/ljmu/public-information-documents/data-protection/student-privacy-notice.pdf?la=en) sets out how we collect, store and use your information.  The information you provide on this form will be used during the recruitment and selection process for the Curriculum Enhancement Internships; all data provided will be held securely.  People and Organisational Development maintain records of all applicants.  The Teaching and Learning Academy will store and use the Personal Details provided (name, contact details and level of study only) to maintain contact with successful applicants in relation to your participation in the Curriculum Enhancement Internship programme.  If you have any concerns about the collection of this data, please contact LJMU’s Data Protection Officer via email at secretariat@ljmu.ac.uk

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| **Personal Statement**Please use this section to demonstrate your knowledge, skills and experience necessary to carry out the Curriculum Enhancement Student Internship for which you are applying. |
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**SECTION B (TO BE COMPLETED BY PROJECT LEADER/LINE MANAGER FOR SUCCESSFUL APPLICANT)**

**Once this application form is received a contract will be prepared by People and Organisational Development and sent to the individual. This must be signed and returned prior to any work being undertaken.**

**Please note start and end dates provided below will form part of the intern’s formal contract of employment and consequently the proportion of pay received each month. The dates must therefore accurately reflect the period within which the intern will be working on the project. Please ensure you discuss the dates with the intern prior to submission as the dates CANNOT be extended at a later date and is directly linked to their IT access.**

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| Line Manager/Project Leader  |       |
| School |       |
| Start date of Internship |       |
| End Date of Internship |       |
| No. of hours to be paid (£10.37per hour) across the above period- this rate includes a payment for annual leave |       |

**Project Leaders: Once Section B above is completed you should return this form by email to Rebecca Gee Student Engagement Manager:** **r.l.gee@lj****mu.ac.uk as soon as possible.**

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| **Details Confirmed by Teaching and Learning Academy** |  |