



## INTERNSHIP APPLICATION FORM

**PART 1 – TO BE COMPLETED BY STUDENT**

1. Family Name \_\_\_\_\_ Given Names \_\_\_\_\_ 2. Sex \_\_\_\_\_ 3. Marital Status \_\_\_\_\_

4. Date of Birth (Day Month Year) \_\_\_\_\_ 5. City and country of birth \_\_\_\_\_ 6. Present nationality \_\_\_\_\_ 7. Passport number \_\_\_\_\_

7. Permanent Home Address \_\_\_\_\_ 8. Present Address \_\_\_\_\_


Telephone no.: \_\_\_\_\_

Email address: \_\_\_\_\_

9. In case of emergency notify: Name: \_\_\_\_\_  
Address: \_\_\_\_\_

10. Insurance: I hereby confirm that I hold a health/accident insurance policy with the \_\_\_\_\_ company. My policy number is \_\_\_\_\_

11. Knowledge of Languages:

	<u>Read</u> Easily/Not Easily	<u>Write</u> Easily/Not Easily	<u>Speak</u> Easily/Not Easily	<u>Understand</u> Easily/Not Easily
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(specify: \_\_\_\_\_ )

Please send this application to: **staffing@unccd.int**

UNCCD Secretariat  
Human Resources  
P.O. Box 260129  
53153 Bonn, Germany





17. Preferred work assignment.

To facilitate placement, please indicate in order of preference the broad areas of activity within the UNCCD Secretariat for which you wish to be considered.

Administration: Specify if any ( ) \_\_\_\_\_

Public Information: Specify if any ( ) \_\_\_\_\_

Legal Affairs ; Management , Conference Services , Policies , Regional Coordination

Science and Technology  Reporting

Other, Please specify: \_\_\_\_\_

References: List three persons, not related to you, who are familiar with your character and

18. qualifications.

Full Name

Full Address

Business or Occupation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**OPTIONAL**

**PART II – TO BE COMPLETED BY NOMINATING/SPONSORING INSTITUTION OR ORGANIZATION**

Duration and timing of the internship: \_\_\_\_\_

Name and address of nominating/  
sponsoring institution/ organization

Name and title of certifying official  
(Please print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of certifying official

\_\_\_\_\_

Date



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**CONDITIONS GOVERNING THE ACCEPTANCE OF INTERNS**  
**BY THE UNCCD SECRETARIAT**

- 1) This administrative policy and guideline circular governs the arrangements for internships for graduate students specializing in a field related to the work of the United Nations Convention to Combat Desertification (UNCCD). These internships are intended a) to promote a better understanding of problems related to Desertification and give an insight into the work of the UNCCD and b) to provide the Secretariat with the able assistance of outstanding young students specializing in a field related to their work.
- 2) Interns are not financially remunerated by UNCCD. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or his/her sponsoring institution.
- 3) UNCCD accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during the internship. Applicants for internship must show proof of valid medical insurance coverage and provide a medical certificate of good health.
- 4) UNCCD is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the intern during his/her internship.
- 5) While working at UNCCD, the interns are not considered in any respect as officials or staff members. On the other hand, they are expected to work full-time like regular staff members and to carry out the duties assigned to them. They are bound by the same duties and obligations as regular staff members and shall observe all applicable rules, regulations, instructions, procedures and directives of the organisation; they must, in particular, keep confidential any and all unpublished information made known during the course of the internship and not publish any reports or papers on the basis of information obtained except with the authorization of UNCCD.
- 6) The intern shall provide the Secretariat with a copy of all materials prepared by him/her during the internship. UNCCD shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of UNCCD, the intern shall assist in securing such property rights and transferring them to the Secretariat in compliance with the requirements of the applicable law.
- 7) The intern shall respect the impartiality and independence of the United Nations and UNCCD and shall not seek or accept instructions regarding the services performed under the internship agreement from any Government or from any authority external to the Organisation.
- 8) Unless otherwise authorized by the appropriate official in UNCCD, the intern may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to him/her by reason of his/her



association with the United Nations or receiving organisation/ department/ office, that they know or ought to have known has not been made public. He/she may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with UNCCD.

- 9) The intern shall refrain from any conduct that would adversely reflect on the United Nations and UNCCD and will not engage in any activity, which is not compatible with the aims and objectives of UNCCD.
- 10) There is no expectancy of employment with the United Nations at the end of the internship and the intern cannot apply for a regular position with the United Nations during the period of the internship and for the six months immediately following the expiration date thereof.
- 11) The intern will provide notice in the case of illness or other unavoidable circumstances that might prevent him or her from completing the internship.
- 12) At the end of the internship, the intern is expected to complete an evaluation questionnaire on his or her assignment and to submit it to his/her Supervisor.
- 13) Interested graduate students should forward the filled out application form, the signed conditions and annex, their curriculum vitae, and a covering letter stating why they are applying. After a careful study of the application, applicants will be notified of their selection or non-selection.

Inquiries and applications for an internship should be addressed to:

**staffing@unccd.int**

UNCCD  
United Nations Convention to Combat Desertification  
Human Resources  
PO Box 260129  
D-53153, Bonn

I hereby certify that I have read the above regulations and conditions and fully understand and agree with all the provisions therein.

Name of intern: \_\_\_\_\_

Signature of intern: \_\_\_\_\_



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## ANNEX

### Internship Agreement for the United Nations Convention to Combat Desertification

1. I accept the internship, which has been awarded to me by the United Nations Convention to Combat Desertification and understand the following:
  - a. UNCCD will not pay me for my internship, all the expenses connected with it will be borne by me or my sponsoring Government or institution/s;
  - b. UNCCD accepts no responsibility for costs arising from accidents and/or illness incurred during the internship; I will provide proof of my enrolment in a health insurance plan;
  - c. I am not eligible to apply for, or be appointed to, any post in the United Nations during the period of my internship or for the six months immediately following the expiration date thereof;
  - d. I am personally responsible for obtaining necessary visas and arranging my travel to and from the duty station where the internship will be performed.
  
2. I undertake the following obligations with respect to the UNCCD internship:
  - a. To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
  - b. To refrain from any conduct that would adversely reflect on the United Nations or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of UNCCD and the United Nations;
  - c. To respect the impartiality and independence required of the UNCCD and of the receiving department/office and shall not seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;
  - d. To keep confidential any and all unpublished information made known to me by the accepting Office or Department during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of UNCCD, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship.



- e. To provide the receiving department/office with a copy of all materials prepared during my internship.
- f. To provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;
- g. To complete the internship evaluation questionnaire at the end of my internship and to submit it to the Officer-in-Charge of the Internship programme at the duty station;
- h. To return my identification pass to the Officer-in-Charge of the Internship Programme at the duty station and any equipment or materials loaned to me for the performance of my internship.

3. I have read the attached terms of reference of my internship and I accept and abide them.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF INTERN

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF  
OFFICER IN CHARGE OF INTERNSHIP

\_\_\_\_\_  
SIGNATURE