



## UNITED NATIONS INFORMATION OFFICE – ALMATY

United Nations Information Office  
67, Tole bi Street  
050000 Almaty  
Kazakhstan

Tel: + 7 727 258 2643  
Fax: + 7 727 258 2645  
[kazakhstan@unic.org](mailto:kazakhstan@unic.org)

### INTERNSHIP APPLICATION FORM

Please use capital letters only - Verify all details

1. PERSONAL DATA		
1. Surname	2. First name	3. Gender
4. Date of birth (dd/mm/yy)	5. Country of birth	6. Present nationality
7. Present Address		
8. Permanent Address		
9. Telephone number	10. Fax number	
11. Email Address	12. Mobile Phone	

2. EMERGENCY INFORMATION		
In case of emergency please notify		
13. Surname	14. Given name	15. Present nationality
16. Relationship to applicants	17. Address	
18. Permanent Address		
19. Telephone number	20. Fax number	
21. Email Address	22. Mobile Phone	

<b>3. EDUCATION, EMPLOYMENT and SKILLS INFORMATION</b>			
<b>Higher Education (College/University)</b>			
Clearly state the title of the degree(s), the exact starting date and the date when the degree of the current program enrolment (education to be completed) will be obtained.			
<b>23. Completed Education</b>			
Institution (name/city/country)	Attended		Degrees obtained
	From (m/y)	From (m/y)	Major subjects of study
<b>24. Current Education</b>			
Institution (name/city/country)	Attended		Degrees obtained
	From (m/y)	From (m/y)	Major subjects of study
<b>25. Is the Internship compulsory ?</b>		<b>YES</b>	<b>NO</b>
<b>Name Mentor</b>		<b>Institution</b>	
<b>Telephone number</b>		<b>E-mail address</b>	
<b>26. Previous work experience (if applicable)</b>			
<b>Period</b>	<b>Organisation</b>	<b>Job Description</b>	
<b>27. Computer Skills</b>			
Word-processing	Spreadsheet	Database	.....
Web page design	Internet research	.....	.....

<b>28. Language proficiency (E: Excellent - VW: Very well – G: Good - A: Average – N: Notions)</b>			
	<b>Read</b>	<b>Write</b>	<b>Speak</b>
English			
Russian			
Kazakh			
Other			
.....			

**4. INTERNSHIP INFORMATION**

**29. Please indicate your availability for an internship (period and year):**

Option 1: from ...../...../..... to ...../...../.....  
 Option 2: from ...../...../..... to ...../...../.....

**30. List two references (no relatives/family) UN Information Office Almaty can contact (minimum 1 academic)**

**Reference 1:**

<b>Name</b>	<b>Organisation</b>
<b>Telephone number</b>	<b>E-mail address</b>

**Reference 2:**

<b>Name</b>	<b>Organisation</b>
<b>Telephone number</b>	<b>E-mail address</b>

**31. Describe why you apply for an internship at UN Information Office Almaty**

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I hereby certify that the forgoing statements and answers are true, complete and correct to the best of my knowledge and can be verified at any time.

Signature (when applying by e-mail, type your name)      Date (dd/mm/yy)

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