



INTERNATIONAL BAR ASSOCIATION

Internship Position Application Form – North America Office – Washington, DC

Please complete the attached form in as much detail as you are able and return it along with all accompanying documents to: sosseh.prom@int-bar.org

Last name		
First name		
Nationality(ies)		
Home address		
Gender		
Telephone no		
Fax no		
Email address		
<p>Please attach your resume, reference letter and cover letter not exceeding 1 page, describing your interests and qualifications for the internship position.</p> <p>In the adjacent box, please describe 1-2 items or projects that you found most interesting on the IBA website. <i>(it need not be North America specific)</i></p>		
<p>When are you available to undertake an intern position? <i>(please note we can only take interns for a minimum of 12 weeks)</i></p>	<p>YEAR: 20</p> <p>Jan – May</p> <p>May – August</p> <p>August – December</p>	<p>Dates you are available <i>(give detailed dates)</i></p> <p>From:</p> <p>To:</p>
<p>Can you undertake this internship full time?</p>	<p>YES</p> <p>NO</p>	<p>If NO, please give details:</p>
<p>If offered this position could you finance yourself?</p>	<p>YES</p> <p>NO</p>	<p>*Note: this is an unpaid internship position</p>
<p>Please list any technical writing experience you may have. <i>(e.g. news articles, promotional materials, web content, memos, etc.)</i></p>		

What languages do you speak? <i>(please list and state level of fluency)</i>	
How did you hear about the IBA's intern programme?	

EDUCATION, QUALIFICATIONS & TRAINING BACKGROUND

In chronological order, beginning with the most recent, provide details of your education, qualifications and training to date – including university, professional certification, etc.

From	To	Institution	Qualification	Courses taken

COMPUTING EXPERIENCE

Please list computers any of the following software packages that you are able to use, e.g. Word, Outlook, Excel, Publisher, Photoshop, etc.

OTHER EXPERIENCE

Outline particular experiences, activities or previous positions, in or outside of your current situation that you feel show your aptitude and strengths in being considered for an IBA internship.

REFERENCES

Please give below the contact details of two references that may be contacted to verify your application details (Name, Title, Email and Phone number)

Please tick to confirm you have the consent of your referees to pass their personal data to the IBA.

DECLARATION

All answers and statements are true and complete to the best of my knowledge. I understand that the IBA may verify information, and that untruthful or misleading answers are cause for rejection of this application.

Name <i>(you may type your name)</i>	
Date	

How your information will be used

When submitting your data in application for an internship with the IBA, you are required to read and understand the information contained in our Interns Privacy Notice. We will only store information as provided by you in your application, including any relevant sensitive data as volunteered by you. If you have applied for an internship at one of our locations outside the UK, your data will be securely transferred to the relevant Office. Your data will only be stored by the IBA for a maximum period of six months if your application is unsuccessful, and up to 7 years if you successfully secure a place (in line with financial regulations). Any data we retain can be amended by you at any time upon request to the Intern Programme Manager.

More details, including your rights, can be found in the IBA Privacy Policy – www.ibanet.org/web-privacy-policy.aspx. You can contact us at any time if you have any comments or questions regarding our handling of your personal data at dataprotection@int-bar.org, or International Bar Association, 10 St Bride St, London EC4A 4AD, UK.