

UNITED NATIONS  NATIONS UNIES

United Nations Office at Vienna (UNOV)
 United Nations Office on Drugs and Crime (UNODC)
 Internship Coordinator
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**UNITED NATIONS OFFICE AT VIENNA (UNOV)/
 UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)
 AD HOC INTERNSHIP PROGRAMME
 APPLICATION FORM***

PLEASE NOTE: The United Nations Secretariat internship programmes are in no way connected with recruitment for employment and there is no expectancy of such. Interns wishing to be considered for regular employment with the United Nations, even if otherwise fully qualified, cannot apply during their internship nor within the six-month period immediately following the expiration of the internship. Please note also that entry-level professional posts are filled through national competitive examinations organized each year in a number of Member States.

I. APPLICANT INFORMATION

1. Family Name (surname):		2. Gender: _ Male _ Female	
3. First Name (given name):		4. Middle Initial:	
5. Date of Birth: (dd/mm/yyyy)	6. City/Country of Birth:	7. Nationality at Birth:	8. Present Nationality:
9. Present Address:			
10. Telephone No.:	11. Fax No.:	12. E-mail address:	
13. Permanent Address:			14. Permanent Telephone No.:

II. EMERGENCY CONTACT INFORMATION

In case of emergency, notify:		15. Address:	
14. Family Name (surname):			
16. First Name (given name):			
17. Relationship:		18. Telephone No.:	

* Please print clearly or type in English or French (a reference to a c.v. is not sufficient). Applications should be submitted by e-mail, post or fax.

19. Fax:	20. E-mail address:
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III. EDUCATION, EMPLOYMENT AND PERSONAL SKILLS INFORMATION

Higher Education (College/University):
Clearly state the title of the degree(s), the exact starting date and the date when the degree of the current programme enrollment (“education to be completed”) will be obtained. You must be enrolled in a second university level programme (e.g. a Masters Degree programme) or higher education (e.g. a Ph.D. programme) during the requested internship period and provide documentary evidence of continuing matriculation, i.e. confirmation letter from university.

21. Current Education:

Institution Name/City/Country	Attended		Degree to be obtained	Major subjects of study
	From (mm/yy)	Expected finish date		

22. Completed Education:

23. Computer Skills: Wordprocessing Internet research Spreadsheet Database
 Web page design Other:

24. Publications (if any):

25. Knowledge of languages:	Read		Write		Speak	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
Mother Tongue (please specify):						
English:						
French:						
Other (please specify):						

26. Scholarships/Awards:

27. Career Plans:

IV. INTERNSHIP INFORMATION

28. Preferred work assignment: Please indicate **by numbering** in the order of preference three main areas in which you would like to be considered for an internship:

- | | | |
|--|--|---|
| <input type="checkbox"/> Administration and Management | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Public Information/Journalism |
| <input type="checkbox"/> Crime Prevention/Criminal Justice | <input type="checkbox"/> International Trade Law | <input type="checkbox"/> Space Law and Policy |
| <input type="checkbox"/> Development Planning/Analysis | <input type="checkbox"/> Legal Affairs | <input type="checkbox"/> Laboratory/Scientific Analysis |
| <input type="checkbox"/> Drug Control | <input type="checkbox"/> Library Science | <input type="checkbox"/> Terrorism Prevention |
| <input type="checkbox"/> Finance and Budget | <input type="checkbox"/> Money Laundering/Corruption | <input type="checkbox"/> Trafficking in Human Beings |
| <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Organized Crime | <input type="checkbox"/> Translation and Terminology |

29. Please indicate your availability for the internship period:

Preference 1: Beginning date /___/___/___/ Ending date /___/___/___/
 Preference 2: Beginning date /___/___/___/ Ending date /___/___/___/

30. Other relevant information:

- a. Have you ever applied for regular employment with the United Nations? Yes ___ No ___
- b. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding traffic violations)? If yes, please explain and attach the release document from the authorities. Yes ___ No ___
- c. Are any of your relatives employed by the United Nations or its Specialized Agencies? Yes ___ No ___
 If yes, please give the following information: Name, Relationship and Name of the United Nations office or its Specialized Agency.

V. REFERENCES

31. List three persons, not related to you, who are familiar with your character and qualifications and provide full addresses, fax number or e-mail address.

Full name	Full Address, Fax #, E-mail	Business or occupation

32. I hereby certify that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief and can be verified at any time. I also certify that I have understood and accepted the conditions set out in the Guidelines covering the ad hoc Internship Programme of the United Nations Office at Vienna (UNOV) and the United Nations Office on Drugs and Crime (UNODC).

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

Before sending this application, please use the following checklist to verify whether you have followed all necessary steps:

- All submitted papers are in English or French.
- All sections of the form have been completed.
- You have attached your university transcripts and letter of confirmation from university providing documentary evidence of matriculation in a Masters or Ph.D. programme (or similar programme) in a graduate school at the time of application and also during the internship.
- A curriculum vitae and short essay (150-250 words) stating your motivation for doing an internship are attached to the application.
- You have signed and dated the form (see #31 above)

N.B. When the application is submitted by e-mail, please submit all papers as attached documents. Please use your family name followed by your birth date as the file name. (ex. Smith 15-12-1975).
You may type your signature.