World YWCA Internship Programmes for Young Women

Application Form 2017

###### [ ]  One Year Internship (February – December 2017)

## [ ]  Short-Term/Advocacy Internship

###### Deadline: September 30, 2016 Please Use English Only

A completed application should include

* A Curriculum Vitae
* Endorsement form signed by the national association
* Application form
* A short essay
* One reference letter

This application form must be typed or in capital letters and **completed in full**. Personal information is needed for Swiss work permit.

General Information

Family Name (as in passport):

First Name:

Marital Status: single [ ]  married [ ]

Maiden Name, if different:

Date and Place of Birth: (town and country):      .

Age:       Date of birth:

Nationality:

Home Mailing Address:

Telephone (include country & city codes):

Mobile phone (include country & city codes):

Fax:

Email address:

Email of the YWCA

Professional Address:

Telephone:

Skype ID:

Fax:

Email:

Passport No:

Validity from:       to

|  |
| --- |
| Education |
| School/University | From / To | Qualification / Degree |
|       |       |        |
|       |       |       |
|       |       |       |

|  |
| --- |
| Work Experience (Use additional paper, if needed) |
| Place of work | From / To | Role | Description of work |
|       |       |       |       |
|       |       |       |        |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| Volunteer Experience |
| Organisation | From/To | Role | Description of work |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| Language Proficiency (Excellent - Good - Fair - Poor) |
|  | English | Spanish | French | Other(s) (specify) |
| Written | [ ]  | [ ]  | [ ]  | [ ]       |
| Verbal | [ ]  | [ ]  | [ ]  | [ ]       |

Health and other Issues

[ ]  Special needs

[ ]  Mobility [ ] vision ` [ ] hearing [ ] medical

[ ]  Other (please specify)

[ ]  Openly HIV positive

[ ]  Other

The World YWCA especially encourages young women living with HIV to apply.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Please attach a 2-page typed essay** **describing:**

Your professional interests and goals, and how they link with the purpose of the World YWCA Strategic framework and vision. Include in your essay how you will prepare for the internship programme and what you hope to get of your time at the World YWCA for example what are your expectations and what skills do you want to develop.**B. Please answer the following questions:** 1. Why do you think that leadership by young women is important to the World YWCA? (150 words max)

      1. Why is a women’s rights organisation needed in the 21st century? (150 words max)

      1. Explain how you will share your experience with your YWCA, and how this internship will benefit your association (150 words max)

      **C. What skills are you bringing into the internship?**

|  |  |  |  |
| --- | --- | --- | --- |
| Logistics  | [ ]  | Finance | [ ]  |
| Project management  | [ ]  | Social Media  | [ ]  |
| Presentations  | [ ]  | Public Speaking  | [ ]  |
| Advocacy  | [ ]  | Events | [ ]  |
| Writing  | [ ]  | Team Player  | [ ]  |
| Listening  | [ ]  | Communications | [ ]  |

**D. Attach a letter of reference** from a person who can support your application. This reference must not be from a family member. It should refer to your academic or work background and skills and how this qualifies you for an internship. |

|  |  |
| --- | --- |
| **Signature of Applicant** | **Date** |
|  |  |
| **Name and signature of National President or General Secretary** | **Date** |
|  |  |