

Application for UNDP/UNIFEM Internship Programme

1. **Name of applicant:** _____
2. **Present university or institutional affiliation:** _____
3. **Area of study:** _____
4. **Degree expected:** Masters Doctorate Other
5. **Date degree will be granted** (Day/Month/Year): _____
6. **Briefly explain your reasons** for applying to the UNDP/UNIFEM Internship Programme. Please include specific objectives and expected benefits of the internship:

7. **Requested dates for internship** (UNIFEM only accepts interns for a minimum of 6 weeks and a maximum of one year):
From: _____ To: _____
8. **Preferred hours for internship** (please check one):
Full-time (40 hours per week)
Part-time (please specify the hours requested and why below):

9. Statement of understanding of the conditions of the Internship
I understand that, should I be accepted as an intern in UNDP/UNIFEM, the following conditions will apply:
 - a) **Status:** Although not considered a staff member of UNDP/UNIFEM, I shall be subject to the authority of the Administrator and the authority delegated by him to the Heads of Bureaux, UNIFEM and Offices. I understand that I am not entitled to the privileges and immunities accorded by member states to UNDP/UNIFEM, its officials and staff members.
 - b) **Financial Support:** I shall not be paid by UNDP/UNIFEM and must make my own arrangements for living expenses. Travel costs to and from the duty station and living accommodation are also my own responsibility or those of the sponsoring institution.
 - c) **Medical Health and Life Coverage:** UNDP/UNIFEM accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life insurance. I will be covered by the following health and life insurance during the internship period (your application will not be processed unless you provide this information!):
Medical: _____
Life: _____

- d) **Passports and Visas:** I am responsible for obtaining necessary passport and visas when required. UNDP/UNIFEM will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.
- e) **Confidentiality and Publication of Information:** As an intern, I will respect the confidentiality of information that I collect or am exposed to at UNDP/UNIFEM. No reports or papers may be published based on information obtained from UNDP/UNIFEM without the explicit written authorization of the Head of Bureaux, UNIFEM or Office.
- f) **Employment Prospects:** The UNDP/UNIFEM Internship Programme is not connected with employment and there is no expectancy of such. Interns cannot apply for posts advertised internally to UNDP/UNIFEM staff during the period of internship.

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 and belief. I understand that any misrepresentation or material omission made on the UNIFEM Internship Application form or other document requested by the organization renders an internship with the United Nations Development Fund for Women liable to termination.

Signed: _____ Date: _____

Applicants for internship in UNIFEM/New York must send their résumé along with this application form to the Chief, Human Resources, Internship Programme, UNIFEM, 304 East 45th Street, Room FF-1607, New York, NY 10017, or send it by fax to +1 212-906-6705. The cover letter should state exact dates of availability and the main focus/interests. Applicants for internships in our Regional Offices should be sent directly to those offices. A listing of UNIFEM's country offices can be located on UNIFEM's Web site at: http://www.unifem.org/index.php?f_page_pid=55