



**AUSTRALIAN EMBASSY**

**BERLIN**

To complete this form, please fill in the grey areas.

**1. Personal Particulars**

<b>Title</b>	<b>Surname</b>	<b>Given Name(s)</b>	
<b>Email Address</b>			
<b>Postal Address</b>			
<b>City or Town</b>	<b>Postcode</b>	<b>Country</b>	
<b>Work Number (incl. Area Code)</b>	<b>Home Number (incl. Area Code)</b>	<b>Other Number (eg Mobile)</b>	

<b>University attending/attended</b>	
<b>Course of study / Year of study</b>	
<b>Nationality(ies)</b>	
<b>Language skills and level of language knowledge</b>	
<b>Where did you hear about this internship program?</b>	

**2. Availability**

<b>Intake Period:</b> April – July 2014
<b>Please state the time frame you are applying to intern (DD/MM – DD/MM. We accept periods of 8-12 weeks.)</b>

**3. Referees** (Please provide the names of two referees who we may contact)

**Referee 1**

<b>Referee's Name and Organisation</b>	
<b>Referee's Relationship to Applicant</b>	<b>Years of relationship</b>
<b>Contact Number</b>	<b>Email</b>

**Referee 2**

<b>Referee's Name and Organisation</b>	
<b>Referee's Relationship to Applicant</b>	<b>Years of relationship</b>
<b>Contact Number</b>	<b>Email</b>

#### 4. Personal Statement & Curriculum Vitae

Please provide a brief statement explaining your interest in an internship at the Australian Embassy in Berlin, outlining how your study or work experience will help you contribute to work at the Embassy.

Strict limit of 100 words

I have attached my current CV of no more than two A4 pages.

#### 5. Selection Criteria

Using your persuasive written communication skills, please complete the selection criteria below demonstrating your :

5.a

- interest in foreign and trade policy,

Strict limit of 100 words

5.b

- interest in domestic Australian and German/EU affairs,

Strict limit of 100 words

5.c

- strong interpersonal skills, ability to build productive working relationships and ability to respond to challenges and adapt to different work environments.

Strict limit of 100 words

#### 6. Applicant Statement

The above information, to the best of my knowledge, is true and correct. I consent to the Embassy collecting and using information, and to relevant employers disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the internship I have applied for, and suitability to become an Embassy intern. I understand that misstatements or omissions in the selection process may result in a failure to secure an internship or immediate discharge if they are discovered.

Signature

Date