

INTERNSHIP APPLICATION FORM

The EU Delegation to the United Nations Office and other international organisations in Geneva offers internships to young university graduates with no, or only limited (one year maximum), relevant professional experience, as well as to students in the final years of university where the traineeship is a complement to their academic training.

PLEASE NOTE: internships at the Delegation of the European Union to the United Nations in Geneva are voluntary (non-remunerated) and create no contractual relationship with the European Union or the Delegation. All interns are expected to follow the same working hours as the Delegation's staff (35-40 hours per week).

Under this program, interns follow the activities of the European Union in the different UN intergovernmental bodies such as the Human Rights Council (HRC), the Conference on Disarmament (CD), the International Labour Organisation (ILO), the World Health Organisation (WHO), the World Intellectual Property Organisation (WIPO), the UN Economic Commission for Europe (UNECE), the UN Conference for Trade and Development (UNCTAD), in the UN High Commissioner for Refugees (UNHCR) and in the Office for the Coordination of Humanitarian Affairs (OCHA). We also offer an internship to assist the press and communication team.

Interns are expected to monitor at least one of the many portfolios covered by the Delegation, such as: human rights, disarmament issues, employment and social affairs, health issues, intellectual property, transport, environmental matters, trade and development, sustainable development, humanitarian affairs, and UN public information activities. Interns attend EU coordination meetings and work alongside the staff of the Delegation, drafting reports and briefings for the Delegation's Headquarters in Brussels and other European Union Delegations throughout the world.

Internships are offered in 2 basic cycles each year: February/March to August; and August/September to February.

To be considered for this program, applicants must:

- hold a valid passport from one of the 28 EU Member States or a pre-accession State (currently Turkey, the former Yugoslav Republic of Macedonia, Montenegro, Iceland, Serbia and Albania) as well as Switzerland.
- have completed a minimum three years of university-level courses, preferably in political science, law, economics, development studies, environment studies, human rights/humanitarian law or communications
- be fluent in English; knowledge of French would be a strong advantage; knowledge of the workings of the European Union and of the United Nations would also be advantages
- be computer literate
- provide proof of comprehensive medical and accident insurance valid in Switzerland for the duration of the internship (covering hospitalization, surgery, and repatriation, if necessary)
- have not already benefited from previous in-service training or employment (paid or unpaid) with any of the EU institutions or bodies, including a "Blue Book" traineeship (NB: a "Blue Book" candidate who has not actually performed that traineeship is however eligible to apply for an internship with the Delegation)

The deadlines for submitting applications for this program are as follows:

- 30 September for the February/March-August session.
- 30 April for the August/September-February session.

To apply, candidates must submit to the Internship Coordinator (Delegation-geneva-internship@eeas.europa.eu):

- completed application form
- curriculum vitae
- letter of motivation expressing their preferred fields of activity
- (at least one) letter of recommendation from a current or former professor or employer.

ALL 4 DOCUMENTS MUST BE SUBMITTED FOR APPLICATIONS TO BE ELIGIBLE FOR SELECTION

Selection of successful candidates will be done on the basis of a comparative examination of the applications received for the cycle in question. Successful candidates will normally be notified around two months before the beginning of the cycle for which they have been accepted. If you do not receive a reply this means that your application was not successful. Given the large number of applications, we are unable to provide replies to all candidates.



EUROPEAN UNION

Permanent Delegation to the United Nations Office
and other international organisations in Geneva

APPLICATION FORM FOR INTERNSHIP PROGRAM

Name (last, first):			Permanent Address:			
Nationality:		Birth place:	University:			
Date of birth:		Phone:				
day	month					year
E-mail:			Available for internship:	year	month	month
Health Insurance/Insured by:						
Self:		University:		Other:		
Name of insurance company:						
Person to be contacted in case of emergency:						
Name:						
Relationship:						
Address:						
Telephone number:						

Please list in order of priority the themes which would be more relevant for you internship. You can indicate a maximum of three (please put 1/2/3 in the box for the first, second and third choice).	
Human Rights Council (HRC)	
Conference on Disarmament (CD)	
International Labour Organisation (ILO)	
World Health Organisation (WHO)	
World Intellectual Property Organisation (WIPO)	
UN Economic Commission for Europe (UNECE)	
UN Conference for Trade and Development (UNCTAD)	
UN High Commissioner for Refugees (UNHCR) and Office for the Coordination of Humanitarian Affairs (OCHA).	
Press and communication	

Please provide full details in the appropriate spaces below:

(A) Higher education (University or equivalent education and postgraduate education, if applicable):

Name of institution	Years of study from until		Diplomas/degrees obtained and type of degree	Main subjects studied

(B) Training relevant to this internship (exchange programs, other internships, seminars, etc.):

Dates (from/to)	Title - Content	Name of institution/organization

(C) Work experience:

Dates (from/to)	Type of position	Employer

(D) Knowledge of languages:

LANGUAGE	READING			WRITING			SPEAKING		
	fluent	good	basic	fluent	good	basic	fluent	good	basic

(E) Other knowledge/experience relevant to the internship: