**SCILT Digital Internship 2020-21**

**Application Form**

Please complete all sections of this form in full. Incomplete applications will not be put forward for shortlisting. **Applications received after the closing date will not be accepted.** All applicationswill be treated in confidence.

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| **SECTION One** |
| **PERSONAL DETAILS** |
| **Surname**  |  | **Forename(s)** |  |
| **I am \_\_\_\_ years old. My date of birth is \_\_ /\_\_ /\_\_\_\_** |
| **Current Address** |  |
| **Postcode** |  |
| **Telephone Number****(Mobile)** |  |
| **Email address** |  |
| **School** |  |
| **School Address** |  |
| **Faculty Manager or Principal Teacher of Modern Languages** |  |
| **Please ensure you check your email account regularly as we will update you on the progress of your application via email.** |

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| **SECTION Two**  |
| **Education and Qualifications** |
| Provide details of your education and qualifications obtained, starting with your most recent first. You may be required to provide proof of qualifications.  |
| **EDUCATION HISTORY (SCHOOL/COLLEGE ETC)** |
| **School/College Name** | **Date started (mm/yy)** | **Leaving date (mm/yy)** |
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| **examination passes /QUALIFICATIONS**  |
| **Qualification (eg National 5, Higher etc.)**  | **Subject** | **Grade Awarded** | **Year obtained**  |
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| **Please give details of any additional qualifications/ training completed**  |
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| **MOST RECENT WORK EXPERIENCE (INCLUDING PART TIME AND VOLUNTARY WORK)** |
| **Employer** | **Dates****From To** | **Job title and main duties** |
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| **SECTION THREE** |
| **personal statement** |
| **FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**The information you provide in this section will be used in the short-listing process. Where possible, please give examples to support your statements. An important aspect of the selection process will be the applicant’s match to the essential and desirable criteria outlined in the Person Specification. Please try to demonstrate this match in the information you provide. |
| **PLEASE OUTLINE WHY YOU ARE INTERESTED IN THIS INTERNSHIP, WHAT YOU COULD BRING TO THE ROLE AND HOW YOU FIT THE PERSON SPECIFICATION** |
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| **SECTION FOUR** |
| **EVIDENCE OF DIGITAL PROFICIENCY**  |
| Please demonstrate your creativity and proficiency in social media. You could provide links to your social media accounts, provide examples of something creative you have done on social media, or design a short social media campaign to support this application. Please consider carefully what you submit in this section. You want to show yourself in the best possible light. |
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| **How did you find out about this internship?**  |
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| **Mandatory training day** |
| **If my application is successful, I am aware I must attend a training day in Glasgow on Tuesday 16 June 2020 in order to proceed onto the programme.** Yes / No |

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| **TEACHER REFERENCE** |
| **I have enclosed a letter of reference from the** **Faculty Manager or Principal Teacher of Modern Languages in support of this application.** Yes / No |

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| **(v) Declaration**  |
| Please read the following points and sign below when you have completed your form.* I have completed this application form and the details I have supplied are, to the best of my knowledge, true and complete and I have not withheld any relevant information
* I understand that, if appointed to this post, the information on this form will be kept as part of my Intern Record File
* I understand that details of examination passes/qualifications may be verified
* I understand that if I have made any false statements or omitted any information I am liable to have my application rejected or, if appointed, liable to disciplinary action which may result in dismissal on the grounds of dishonesty
* I consent to details being retained confidentially and used for specific and lawful purposes. [More information on how SCILT handles personal data](https://scilt.org.uk/PrivacyNoticeforSCILTCISS/tabid/8068/Default.aspx).

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| **Signature of applicant:**  | **Date:**  |
| **Print name:** |  |

If you are completing this form electronically you can type your name in the space provided for your signature.  |

Thank you for completing this application form. Please ensure you submit it no later than **Friday 3 April 2020** byemail to scilt@strath.ac.uk. **Late applications will NOT be accepted.**

If you are unable to return your application form by email then please complete using black ink in block capitals, sign and date it and return by the closing date to: **SCILT – Digital Internship, The Ramshorn, Ingram Street, University of Strathclyde, Glasgow G1 1EX.**