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**Thank you for downloading Discover India and Discover yourself application form**

**Please submit your application form at least 4 months prior to departure date.**

**Simply fill in the below form and email it back to us at** [**admin@diversityandinnovation.org**](mailto:admin@diversityandinnovation.org)

The application form is designed to give us an insight into who you are, and to provide us with information to ensure you can be safe during your stay in India. Along with an informal interview it helps us to match you up to a placement that is best suited for you. Candidates are not expected to have previous overseas experience; any variety of life experience can be used to demonstrate your ability to be a good Intern.

You can state if you have a particular preference for an activity, such as a strength or particular skill you have, e.g. focusing on sport, or other extra-curricular activities. On the other hand you may want to try something completely new, as our experiences shape who we are and allow us to bring a richness and diversity to the people we work with. We do ask you to be honest throughout your application, to enable us to ensure you have a challenging but safe internship.

**If you get stuck** whilst filling out the application form please email us at [**admin@diversityandinnovation.org**](mailto:admin@diversityandinnovation.org)

More information about the application form, who can apply as well as hints and tips on filling it in can be found at the bottom of the document.

**Although the form is several pages, it will not take you very long to fill out. And the sooner we receive it back, the sooner we can get your Internship started!**

**Personal details**

**Name**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | | | |
| First & middle names as on passport | | |  | Surname as on passport | | |
| **Date of birth** |  | **Gender** |  | **Nationality** |  | **2nd Nationality** | |
| dd/mm/yyyy |  | Male / female |  | i.e. British |  | (If applicable) | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact address** | | | |
|  | | | |
| Country |  | Post code |  |

**Home telephone number Mobile telephone number**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| + |  |  |  | + |  |  |

Country code Country code

|  |  |  |
| --- | --- | --- |
| **Email address 1** |  | **Email address 2** |
|  |  | (optional) |

|  |
| --- |
| **Skype ID** |
| (optional) |

**Preferred dates for your Internship**

|  |  |
| --- | --- |
| Start date: dd/mm/yyyy | End date: dd/mm/yyyy |

**About you**

|  |
| --- |
| **Why do you want to do an Internship?**  (Most people write about 300 words. Simply be honest.) |
|  |

|  |
| --- |
| **What do you hope to gain from the experience?**  (Most people write about 300 words.) |
|  |

|  |
| --- |
| **What qualities / skills do you have that make you suitable for an Internship?**  (Again, please try to be honest, it helps us to match you a placement that suits you. Examples could be; sporty, play a musical instrument, member of a drama group, etc.) |
|  |

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| **Please list your interests and hobbies** |
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| **Please provide details of any current or previous work experience, including any paid or voluntary work experience** |
|  |

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| --- |
| **Please provide details of any other relevant experience** (this could include Volunteering, Cadets, community clubs. Duke of Edinburgh, First Aid, Life Guard, sports coaching etc.) |
|  |

**Placement Choice**

**Please indicate if you have a particular preference for your role during your Internship, e.g. focusing on a particular activity, sport, a strength you want to build on or a specific development need you want to be able to challenge yourself on.**

|  |
| --- |
|  |

**Education**

|  |  |
| --- | --- |
| **Do you have a degree?** | |
|  | **Yes** |
|  |  |
|  | **No** |

**If yes:**

|  |  |  |
| --- | --- | --- |
| **University name** | |  |
| **Subject studied** | |  |
| **Dates attended** | |  |
|  |

**Please provide information of any past, current or future studies in further education (e.g. A levels, International Baccalaureate, AS levels, Scottish Highers, BTEC Nationals):**

|  |  |
| --- | --- |
| **School / College name** |  |
| **City / country** |  |
| **Dates attended** | e.g. 2010-2015 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subject** | **Level**  **studied at** | **Grade Achieved** |  | **Subject** | **Level**  **studied at** | **Grade Achieved** |
| i.e. Maths | A level | C |  |  |  |  |
|  |  |  |  |  |  |  |
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**Special requirements**

**Please indicate if you have any of the following requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** |  | **No** | **I have specific dietary requirement (i.e. vegetarian)** |
|  |  |  |  |  |
|  | **Yes** |  | **No** | **I have an allergy / allergies** |
|  |  |  |  |  |
|  | **Yes** |  | **No** | **I have physical accessibility requirements** |
|  |  |  |  |  |
|  | **Yes** |  | **No** | **I have other requirements that may impact upon final placement choice / country** |

|  |
| --- |
| **If yes to any of the above, please provide details below:** |
|  |

**Medical history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you currently on any medication?** | **Yes** |  | **No** |  |
|  |  |  |  |  |
| **Are you currently undergoing medical investigations or treatment?** | **Yes** |  | **No** |  |
|  |  |  |  |  |
| **Do you regard yourself as being disabled?** | **Yes** |  | **No** |  |

|  |
| --- |
| **If yes to any of the above, please provide details below:** |
|  |

**Have you ever had or do you now suffer from any of the following**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Yes** |  | **No** | **Anorexia, bulimia or other eating disorder** |  |  | **Yes** |  | **No** | **Glandular fever, Chronic Fatigue Syndrome or ME** |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Yes** |  | **No** | **Anxiety, depression or other psychiatric illness** |  |  | **Yes** |  | **No** | **Hearing impairment** |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Yes** |  | **No** | **Asthma or any other lung disease** |  |  | **Yes** |  | **No** | **Stomach or other bowel problems** |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Yes** |  | **No** | **Back, neck or joint conditions** |  |  | **Yes** |  | **No** | **Visual impairment (not including glasses)** |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Yes** |  | **No** | **Diabetes** |  |  | **Yes** |  | **No** | **Any other significant illness or operation** |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Yes** |  | **No** | **Dyslexia, Autism, Asperger’s syndrome or other learning difficulties** | | |  |  |  |  |

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| **If yes to any of the above, please provide details below:** |
|  |

**Referees**

We like to contact other people that know you in order to get an external opinion about your skills and personality; this helps us further to match you to a placement that will suit you. So please provide the details of two people that you have known for at least one year. This person should know you in a **professional** capacity. This could be a teacher, tutor, employer or other person. But **not a relative or a friend.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1st referee** | | | |  |  |  |
| **Title** | e.g.Ms | **First name** |  |  | **Surname** |  |
|  | | |  |  |  |  |
| **Position / job title** | | |  |  | **Relationship to volunteer** |  |
|  | | |  |  |  |  |
| **Email address** | | |  | | | |

Can we take this reference now? Yes/No (delete as appropriate)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2nd referee** | | | |  |  |  |
| **Title** | e.g.Mr | **First name** |  |  | **Surname** |  |
|  | | |  |  |  |  |
| **Position / job title** | | |  |  | **Relationship to you** |  |
|  | | |  |  |  |  |
| **Email address** | | |  | | | |

Can we take this reference now? Yes/No (delete as appropriate)

**Interview**

We will have a short interview with you – this can be via: face to face, telephone or Skype Video. Please indicate where you will be based over the next 2 months.

**Convictions**

If accepted as an Intern you will be required to complete a Disbarring Service check (DBS) relating to any police record. In advance we would like you to answer the questions below. You are not obliged to answer the following questions but having this information in advance will help us find the right placement according to your specific situation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any unspent criminal convictions?** | **Yes** |  | **No** |  |
| **If yes to the above, please provide details below:** | | | | | |
|  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any spent convictions or have you ever been cautioned, reprimanded or given a final warning by the police?** | **Yes** |  | **No** |  |
|  |  |  |  |
| **If yes to the above, please provide details below:** | | | | | |
|  | | | | | |

**Monitoring statistics** (we record this information for marketing purposes)

**How many ways have you heard about The Diversity & Innovation Company?**

**Please tick all that apply**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Radio** |  |  | **Internet Search** |  |  | **Milk Round** |  |  | **Friend** |  |
| **Career Centre** |  |  | **Year Out Group** |  |  | **Other Ad** |  |  | **D&I Intern** |  |
| **Talk/Presentation** |  |  | **Not Going To Uni.** |  |  | **Newspaper** |  |  | **Parent** |  |
| **Prospects.ac** |  |  | **Google Advert** |  |  | **Career Fair** |  |  | **YouTube** |  |
| **Grad-Touch** |  |  | **Our Newsletter** |  |  | **Magazine** |  |  | **Twitter** |  |
| **Poster/Leaflet** |  |  | **Facebook Advert** |  |  |  |  |  |  |  |
|  | | | | | | | | | | |
| **Please let us know if you heard about us from anywhere else:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **If you heard about us at a careers fair, please let us know which one:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **If you heard about us from a former Intern, please let us know who, we would like to thank them:** | | | | | | | | | | |
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**How would you describe your ethnic origin?**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Asian** |  |  | **Asian British** |  |  | | **Other Asia** |  |  |
| **Black** |  |  | **Black African** |  |  | | **Other Black** |  |  |
| **Chinese** |  |  | **Mixed: White & Asian** |  |  | **Mixed: White & Black African** | |  |  |
| **Mixed: White & Black Caribbean** | | | |  |  | | **Other mixed** |  |  |
| **White British** | |  |  | **White Irish** |  |  | | **Other White** |  |  |
| **Prefer not to say** |  |  | | | | | | | |

**How would you describe your religious beliefs / background?**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Christian** |  |  | **Hindu** |  |  | **Jewish** |  |  | **Muslim** |  |
| **Sikh** |  |  | **Atheist** |  |  | **Other** |  |  | **None** |  |
| **Prefer not to say** |  |  |  | | |  | | |  | |

**Declaration and data protection**

**a. Declaration**

**• The information that has been provided on this form is complete and correct in every detail**

**• I have declared all medical conditions or regular medication taken**

**b. Data protection**

The data on this form will be stored and processed in order for The Diversity & Innovation Company to administer its services. In order to administer the services overseas, limited data will pass outside of the UK to our partner in India TalentEase Pvt Ltd.

Please sign below to indicate that the information in this form is accurate to the best of your knowledge as outlined in declaration (a) and that you understand the above regarding the use of personal data (b) and have given consent to use the data within this form to continue processing your application as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Name:** |  |
|  |  |  | ( we are happy for you to type your name opposed to signing) |

By submitting this application form your contact details shall be used to update you on The Diversity & Innovation Company news and other updates. If you do not wish to receive this please indicate below:

|  |  |
| --- | --- |
|  | **No**, I do not wish to receive news and other updates from The Diversity & Innovation Company |

**Great! You have now finished your application form. All you have to do now is attach it to an email and send it to us at** [**admin@diversityandinnovation.org**](mailto:admin@diversityandinnovation.org)

**Further information about applying through The Diversity & Innovation Company**

**The application process**

If you would like further information about how the application process works then please see our website: [xxxxxxxx](http://www.lattitude.org.uk/how-to-apply/). Alternately please feel free to email at [admin@diversityand](mailto:admin@diversityand)innovation.org

**Who can apply?**

The Diversity & Innovation Company wants young people, typically aged 17 upwards to undertake Internships with us. We have placements in several areas in India, primarily around Chennai, Hyderabad and Bangalore.

Our experience working with embassies is limited to the countries where most of our volunteers come from. If you **do not hold a passport from the UK** you must do some research before you apply to make sure that you can volunteer with us. This is also the case if **you live in the UK** **but do not hold a British passport**. Please note that there may be restrictions on the documents The Diversity & Innovation Company are able to acquire for your visa application.

**Programme availability**

The Diversity & Innovation Company encourages you to apply as early as possible. Whilst we can offer internships on a flexible basis right throughout the year we are unable to guarantee availability. We ask that all you remain flexible throughout the application process.

**Hints for writing your application**

We have outlined some tips to help you apply.

**Why do you want to volunteer?**

Reflect on your various motivations for applying to The Diversity & Innovation Company. Why is this particular programme important to you?

**What do you hope to gain from the experience?**

Think about skills that you would like to develop, for example communication, language, sports skills; what sort of challenges you feel you will meet and how you will get over them. You could also include any relevant cross cultural experiences or if you have limited experience outline your understanding of these differences and how you would work through these on your placement. You might be interested in a particular country or placement type because of your plans for future study, for example, international development, sustainability, conservation, teaching, international business.

**What qualities / skills do you have that make you suitable for a voluntary placement?**

Outline qualities and skills you currently hold and give examples of where you think these will be useful during your Internship. You might be extremely level headed, have an excellent sense of humour, play regular sports or enjoying looking after small children for example.

**Please list your interests and hobbies.**

Think about all your interests and hobbies, especially those that you would like to use whilst on your placement.

**Please provide details of any current or previous work experience, including any paid or voluntary work experience.** Any experience no matter how small, mentoring a younger student at school; regularly walking your neighbour’s dog or part time work in a supermarket; all are relevant here.