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National Youth Commission

## **GRADUATE INTERNSHIP APPLICATION FORM - 2018.**

This project is offering a merit-based opportunity for Young Sierra Leoneans to acquire professional skills and enhance their employability. Therefore, if you are looking for the opportunity to increase your work experience and develop skills and competencies in a formal working environment then grab a copy at once and be the first person to submit your application form. CVs will not be accepted so be sure to provide all the necessary information required. Short-listing will be carried out solely on the basis of information provided on this application form. Only shortlisted applicants will be contacted.

- Please complete and return to the same location/centre from which you collected this from.
- If you requested this form through email/got it from the NAYCOM website, please return to [info@nationalyouthcommission.sl](mailto:info@nationalyouthcommission.sl).

### **1. ELIGIBILITY** (Be sure that you meet these core criteria before you proceed by filling this form)

The Applicant MUST

1. Be aged between 18 and 35 years;
2. Have successfully completed a degree equivalent or higher qualification obtained during the past 3 years (2016-2018) (e.g. BSc, BEng, BA, HND Diploma etc.);
3. Be willing and available to intern on a full-time basis spending five days a week for a period of **FOUR MONTHS**;
4. Demonstrate administrative skills and potential for leadership growth;
5. Be committed to public service and private sector -oriented activities;
6. Good analytical skills, outstanding oral and written communication skills;
7. Be a Sierra Leonean and a computer literate (MS Word and Excel);
8. Make available ALL original documents/attestations for sighting at point of selection. All attestations should be presented with an **official letterhead and carry an official seal.**
9. Not for continuing students;
10. Graduates who have participated in previous programmes are not eligible.

### **2. DOCUMENTATION** (Please attach authentic documents. Any document with alterations will not be considered)

1. Photocopies of your graduation certificate, transcripts, attestation and copies of any other qualification/s.
2. Photocopy of your birth certificate or affidavit. We would however request for originals during the interview process.

### 3. PERSONAL PROFILE

Title ( Mr/Mrs/Madam):	Place Of Birth( Village/Town, Chiefdom, District):						
Surname:	Contact Address:						
Middle Name:	Personal Mobile number: Other Mobile Number:						
First name:	Email:						
Gender: (Select One) <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">MALE</td> <td style="width: 50%;">FEMALE</td> </tr> </table>	MALE	FEMALE	Language(s) spoken: 1) 2) 3)				
MALE	FEMALE						
Date of Birth: <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Day</td> <td style="width: 33%;">Month</td> <td style="width: 33%;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Day	Month	Year				How did you first come to know about this Internship Programme? ( Please tick) 1) Radio Jingle <input type="checkbox"/> 2) Television discussion <input type="checkbox"/> 3) From a friend/s <input type="checkbox"/> 4) Newspaper <input type="checkbox"/> 5) Advert Posters <input type="checkbox"/> 6) NAYCOM Website <input type="checkbox"/> 7) Other ( Specify)-----
Day	Month	Year					

### 4. EDUCATIONAL BACKGROUND

College/University/Institute attended	Subjects studied, level and grades attained	Dates (From- To)	
		Start DD/YY	End DD/YY

**5. PREFERRED CAREER** ( Please state the area of interest that you would like to gain your internship experience from)

(E.g. Architecture and construction, Information Technology, Planning & Surveying, Engineering, Hospitality and event Management. Audio and Video Technology, Marketing and Public Relations, Public policy, Public Administration, Development Management, Journalism, Human Rights, Teachers or other. )

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**6. LOCATION PREFERENCES** (Please list in order of preference the district you would like to work. NAYCOM/UNDP bears no responsibility for accommodation)

1:

2:

3:

4:

**7a. PERSONAL ASSESSMENT** (Please highlight your strengths and weaknesses)

1: Strengths( e.g. highly motivated etc)

2: Weaknesses( e.g. sometimes shy to face and speak to a large gathering of people etc)

**7b. MOTIVATION** (In not more than 300 words, please explain your motivation for joining this programme. Please make an attachment if necessary ).

**7c. EXPECTATIONS** (What are your expectations in joining this Internship Programme? What do you hope to achieve after the four months internship period?).

**8. Disability/Gender**

The implementation of this project takes into consideration diversity and gender equality at all levels of the implementation process. We therefore encourage qualified young people with disabilities to apply.

Do you experience any kind of disability? Please specify:

**9. General Health Status**

NAYCOM/UNDP cannot be held responsible or pay for any pre-existing health problems. We therefore need you to provide us with the details of any health problems however minor (e.g. Asthma, eye problems, malaria, typhoid, heart problem, haemorrhoid, any other) and state how you think that will affect your work in any of the districts in Sierra Leone.

a) Do you think you have any health problem that we should be aware of?  Yes  No

b) If yes, please specify-----

c) How do you think this will affect your work in any of the district headquarter town/s or rural communities?-----

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d) Please state any regular medication that you have been taken-----

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**10. REFERENCES**

	Referee 1	Referee 2
<b>Name</b>		
<b>Organisation</b>		
<b>Position</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Email</b>		

## 11. DECLARATION

I Mr. Mrs, Miss..... do hereby declare that the information set out in this application is, to the best of my knowledge, true, complete and that I have not participated in previous GIP programmes. I understand that any false documentation or statement will automatically disqualify my application.

Signature: Date: