# Instructions

Please complete the following form carefully and in as much detail as possible. This form will be reviewed to consider your application to our internship program. It is important that all the information you provide is correct, along with your contact information so we can contact you if you are successful. All information will be kept confidential and in line with our document retention and recruitment policy.

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name: |  | Street address Including City, County/Region, and Postcode |  |
|  |
| Telephone |  |  |  |
| Email Address |  |  |  |
| Do you have right to work in the UK? | Y/N |  |  |
| If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process. |  |  |  |

# Education

|  |  |
| --- | --- |
| Current University |  |
| Year of Study i.e. 1st/2nd  |  |
| Qualifications Attained - Subject and Grade (most recent first) |  |
| Secondary School Education – School, Subject and Grades |  |
| Details of any other attainments (Example Duke of Edinburgh Award) ect. |  |

# Expression of Interest

|  |  |
| --- | --- |
| Which of our internships interest you the most? (see webpage for details). You can put more than one and rank these in order of preference if you wish. Net ZeroFinance Creative Place Transport Investment DevelopmentLegal & Governance ProcurementPerformance, Risk and Assurance Business & SkillsBusiness SupportComms & Marketing  |  |
| Please use the space below to tell us why you are interested in a summer internship at the Tees Valley Combined Authority? What part of the work that TVCA does is of interest you and how does this align with your future goals and aspirations? (Max. 500 words) |  |
| What is something unique about you that you believe would contribute positively to our team? |  |
| Our Offices are based at Teesside International Airport, Tees Valley, Darlington DL2 1LU, can you confirm you can come into the office during the duration of your internship? |  |
| The internship will run from the **30th of June to the 1st of September**, can you commit to this period? |  |
| **Interview arrangements and availability**Please let us know of any dates you will **not** be available to interview. |  |

**Once completed, please send a copy of this form to** **TVCARecruitment@teesvalley-ca.gov.uk**