

**SETU Graduate Internship Programme 2024**

**Guidelines on completing and returning the Application Form**

Thank you for your interest in applying for an Internship at SETU Carlow / Wexford Campuses. Your application must be made using this SETU Internship Application Form. If you do not use this application form, your application will not be considered. Please read the following guidance notes and note that failure to follow this guidance could result in your application not being considered.

**Applicants must hold:**

* A relevant Level 8 Honours degree (first or second class) or relevant Level 9 Masters degree from SETU in 2022 or 2023

**OR**

* Be a final year Level 8 or Level 9 student in SETU in the 2023/24 academic year.

**Please Note:**

* Some internships require a full, clean Irish driving licence and own transport
* Some internships require Professional Liability Insurance
* Some internships require availability to work some evenings and weekends
* Some internships require Garda Vetting to be completed
* Please see the individual Job Descriptions for more details
* Successful SETU students will be appointed to complete one internship only and will not be included in subsequent intern competitions or annual graduate internship programmes

**1. Position applied for:**

Please detail the specific position/s you are applying for (eg: 032944 Intern - Estates)

1. **Education and Training:**

**If you are a final year student:** please detail the title of the course you are studying and your final year subjects.

**If you are a previous year’s graduate:** please detail the specific qualifications you hold and the grades you obtained, (e.g. BSc (Hons) Sport Science, 1:1) and the years of study.

1. **Work Experience / Employment History:**

Please detail your employment / work experience to date. Give specific dates when you started and finished your periods of employment / work experience.

1. **Return of completed Application Forms:**

Email your completed application form to [recruitment.cw@setu.ie](mailto:recruitment.cw@setu.ie) before the closing date of **Friday 20th September 2024 at 12:00 noon.** Late applications will not be considered. Applications sent to any other email address will not be included.

**INTERNSHIP APPLICATION FORM**

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| **Title of Internship:** | **Vacancy Number:** |
| 1. **Intern – International Office (Non EU)** | **Vacancy No: 032950** |

**1.**  **PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name:** |  |  | **Surname:** |  |
| **Address:** |  |  | **Mobile No:** |  |
|  | |  | **Email Address:** |  |
|  | |  |  |  |
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**2. THIRD LEVEL EDUCATION & TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Qualification** | **Grade** | **Year From** | **Year To** | **Name of Institution** |
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|  |  |  |  |  |

**Other Training and Qualifications, including Professional Memberships**

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**3. WORK EXPERIENCE / EMPLOYMENT HISTORY**

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| --- | --- | --- | --- | --- | --- |
| **Employer / Business Name** | **Nature of Business** | **Date From** | **Date To** | **Position you held** | **Permanent / Part Time / Temporary** |
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**Description of Duties and Responsibilities:**

**4. REFEREES**

Please give the work email addresses and details of two persons from whom we may request employment references. They should be your direct manager / supervisor and be able to comment in detail on your employment history / work experience. We will assume permission to contact referees unless you state otherwise.

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| --- | --- | --- |
| **Employer Name** | **Position and Company / Business** | **Work Email Address** |
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**5. PERSONAL STATEMENT:** Please state the reasons why you have applied for this internship; indicate how you consider your knowledge, skills and abilities may be of relevance to this internship; highlight any particular achievements you have made which you consider will support your application.

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**6. OTHER INTERESTS:** Detail any outside interests which you consider may support your application

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**7. DECLARATION**

I hereby certify that all statements given by me on this application are true and correct without omission and that any misrepresentation will disqualify my application or may result in dismissal if employed by SETU. I also fully recognise that canvassing will disqualify my application.

**Signed: Date:**

**Please email the completed application form to** [**recruitment.cw@setu.ie**](mailto:recruitment.cw@setu.ie) **before the closing date of Friday 20th September 2024 at 12:00 noon.**