



User Guide for Interns

The Process



You submit the internship application online.



Your application becomes available to all UNESCO managers for six (6) months.



A UNESCO manager selects you from the pool of applicants.



If selected, you will be directly contacted by the manager.



Read this before filling out the application form.

- Have your motivation letter and résumé ready before filling out the application form. You only have one hour to finish the process.
- All fields marked with * are mandatory.
- You can only use either English or French in applying.
- You are allowed to submit only one application.
- The duration of an internship generally ranges between 2 and 6 months.
- UNESCO does not remunerate interns. There is no compensation, financial or otherwise for internship assignments.
- Even if you are eligible, there is no guarantee of placement. We receive many more applications from qualified candidates than we can place.
- Your application will be accessed by UNESCO managers around the world and will stay in our database for a period of six months.
- We do not respond to each and every candidate.** If selected, you will be directly contacted by the manager. If you do not receive any update within six months, it means that your application has not been successful.



- **Personal Information**
- Education
- Language and IT Skills
- Work Experience
- Details of requested internship
- Preview

1



1

The application form is divided into five (5) sections. You have to completely fill out the required fields of each section before you can proceed to the next one.

Personal Information

First name *

Last name *

Sex *

Male ▾

Date of birth *

Day * Month * Year *

18 ▾ Jul ▾ 1988 ▾

Nationality *

Afghanistan ▾

Current address

Country *

- Select a value - ▾

Address 1 *

Are you the spouse of a UNESCO staff member or employee? *

Yes

No

Next

2



3



2

If you see a field marked with ▾, click on it to view the dropdown menu. For example, for the field “Country,” click on the arrow to open the dropdown menu to select your country from the list.

3

After filling out the Personal Information section of the form, scroll down towards the bottom of the page and click on “Next.” It will bring you to the next section.



The Application Form

Education

Is the internship required by your current education? *

No
 Yes

When did you complete your secondary education *

Year *
2016 ▾

Current education/Most recent degree

Diploma level *

Postgraduate degree (five years or more of studies after secondary education) Master's degree or Doctoral degree
 Undergraduate degree (3 or 4 years of studies after secondary education) Bachelor's degree or equivalent
 Technical and vocational studies or Secretarial studies (2 years of studies)

Date of graduation *

Month * Year *
Jul ▾ 2016 ▾

Institution

Name of institution *

City / Town *

Country *

- Select - ▾

Degree obtained

Remove

Add another degree

Documents/Articles/Theses

Previous Next

- 4 Give details of your educational background.
- 5 If you want to add another degree, click on “Add another degree.”
- 6 Scroll down towards the bottom of the page and click on “Next” to proceed to the section “Language and IT Skills.”



Language and IT Skills

Languages

Language

- Select a value -

7

Language

- Select a value -

- Select a value -

Arabic

Chinese

English

French

Russian

Spanish

Other

8

Languages

Language

Other

Please specify

9

7

Click on ▼ to select a language from the dropdown menu.

8

If your language is not on the list, click on “Other.”

9

A new field will appear asking you to specify your language. Type your language within the box.



Languages

Language
Other

Please specify

Writing
- None -

Reading
- None -

Speaking
- None -

Comprehension
- None -

Remove language

Add another language

Computer skills

Software
- None -

Please specify

Level
- None -

Remove computer skill

Add another computer skill

Previous Next

10

11

12

13

14

15

16

- 10 Specify your proficiency level in the language by clicking on the dropdown menu for the skills Writing, Reading, Speaking and Comprehension. Each level is accompanied by an explanation to guide you.
- 11 If you want to add another language, click on “Add another language.” You are only allowed to input up to seven (7) languages.
- 12 Choose from the dropdown menu the computer software you are proficient in.
- 13 Specify the software in this box.
- 14 Choose from the dropdown menu your level of proficiency in the software. Each level is accompanied by an explanation to guide you.
- 15 Click on “Add another computer skill” if you want to add another software.
- 16 Click on “Next” to proceed to the section “Work Experience.”



Work Experience

Start with your most recent work experience.

The screenshot shows a form for entering work experience. It includes fields for Company name, City, and Country (a dropdown menu currently showing '- None -'). Below these is a 'Duration' section with 'From' and 'To' sub-sections, each containing 'Month' and 'Year' dropdown menus (both currently set to 'Jul' and '2016'). There is a 'Tasks' text area below the duration fields. At the bottom of the form are three buttons: a red 'Remove work experience' button, a green 'Add another work experience' button, and two grey 'Previous' and 'Next' buttons. A yellow circle with the number '17' is positioned to the right of the form, with red arrows pointing to the Company name, City, Country, and the 'From' and 'To' date selection areas. A second yellow circle with the number '18' is positioned below the 'Next' button, with a red arrow pointing to it.

17 Provide details of your work experience. Remember to start with your most recent job. If you do not have experience yet, leave all the fields blank and click on “Next.”

18 Click on “Next” to proceed to the section “Details of Requested Internship.”



The Application Form

Details of requested internship

Locations *

Select up to three (3) locations.

- Select -

- Select -

- Select -

19

- Select -

Latin America and the Caribbean

Asia and the Pacific

Arab States

Europe and North America

Africa

UNESCO Headquarters (Paris)

21

- Select -

Brasilia

Guatemala

Havana

Kingston

Lima

Mexico

20

- Select -

OFFICE OF THE DIRECTOR-GENERAL

INTERNAL OVERSIGHT

INTERNATIONAL STANDARDS AND LEGAL AFFAIRS

ETHICS Office

EDUCATION

NATURAL SCIENCES

21

- 19 Select three locations you wish to have your internship in. Click on the dropdown menu to select a region.
- 20 After selecting a region, another field will appear whose dropdown menu lists all the cities available for that region. Select one.
- 21 If you select “UNESCO Headquarters (Paris),” another field will appear whose dropdown menu lists all the sectors/offices available for you. Hover over any of them to read an explanation. Select one.



Field of specialisation * 22

- Select -

Duration * 23

- Select -

Preferred starting date *

Day * **Month *** **Year *** 24

26 Jul 2016

Please state your motivation in applying for an internship. * 25

Content limited to 5000 characters, remaining: 5000

Previous **Preview Application** 26

- 22 Click on the dropdown menu to select your field of specialization.
- 23 Click on the dropdown menu to select the desired duration of the internship.
- 24 Specify your preferred starting date.
- 25 Type or copy-paste your motivation letter in this box. You are only allowed 5,000 characters inclusive of spaces.
- 26 Click on “Preview Application” to see the form you have filled out before submitting it.



The Application Form

Preview of your application

27

- Personal Information
- Education
- Language and IT Skills
- Work experience
- Details of requested internship

Languages:

Language:
Arabic

Writing:
Very good

Reading:
Basic

Speaking:
Fair

Comprehension:
Fair

28

Previous

Submit

29

- 27 Click on each section to review all the details you have entered.
- 28 If you want to go back to a section to modify the information, scroll down and click on “Previous.”
- 29 Click here to submit the application. You can no longer change the application once you hit this button.

Good luck on your application!