## Internship Portal

**User Guide for Interns** 



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.

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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.

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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

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.

1

rst name *	
st name "	
х *	
Male	•
Date of birth *	
Day *         Month *         Year *           18 *         Jul *         1988 *	
itionality *	
Afghanistan	•
Current address	
Country *	
- Select a value -	-
Address 1 *	

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



- 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.
- 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.



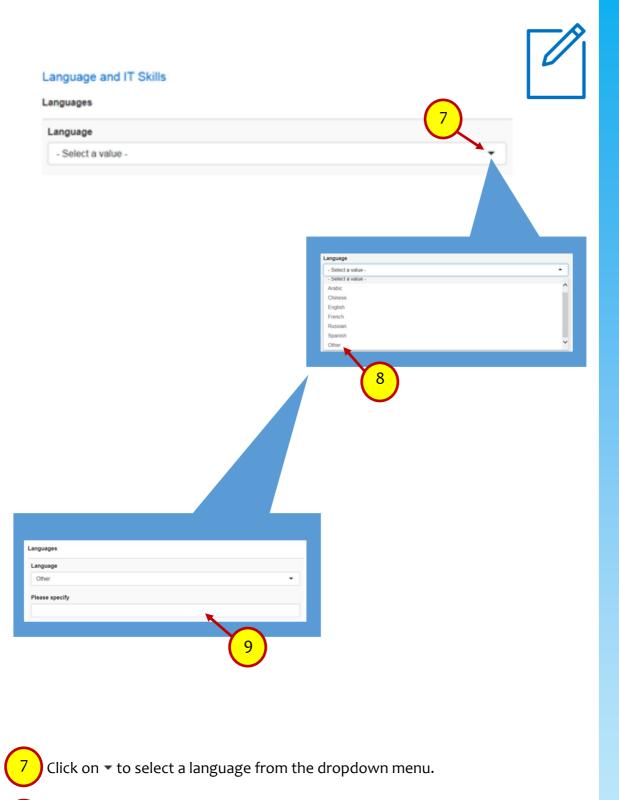
ls t	Iucation he internship required by your current education? * ○ No
	) Yes
١	When did you complete your secondary education *
1	Year *
	2016 💌
0	Current education/Most recent degree
[	Diploma level *
	<ul> <li>Postgraduate degree (five years or more of studies after secondary education) Master's degree</li> <li>Doctoral degree</li> </ul>
	O Undergraduate degree (3 or 4 years of studies after secondary education) Bachelor's degree or
	equivalent <ul> <li>Technical and vocational studies or Secretarial studies (2 years of studies)</li> </ul>
	Date of graduation *
N	Month * Year *
	Jul - 2016 -
l	
N	Institution
	Name of institution *
	City / Town *
	Country *
	- Select -
0	Degree obtained
	-
1	Remove 5
÷	Add another degree
Do	ocuments/Articles/Theses

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."





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

8

9

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



The Application Form

Languages
Language
Other 👻
Please specify
Writing
- None -
Reading
- None -
Speaking
- None -
Comprehension
- None -
Remove language
Add another language
Computer skills
Software 12
- None -
Please specify
Level 13
- None -
Remove computer skill 15 Add another computer skill Previous Next 16
Specify your proficiency level in the language by clicking on the dropdown menu for the skills Writing, Reading, Speaking and Comprehension. Each level accompanied by an explanation to guide you.
11 If you want to add another language, click on "Add another language." You ar 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.
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.
Click on "Next" to proceed to the section "Work Experience."



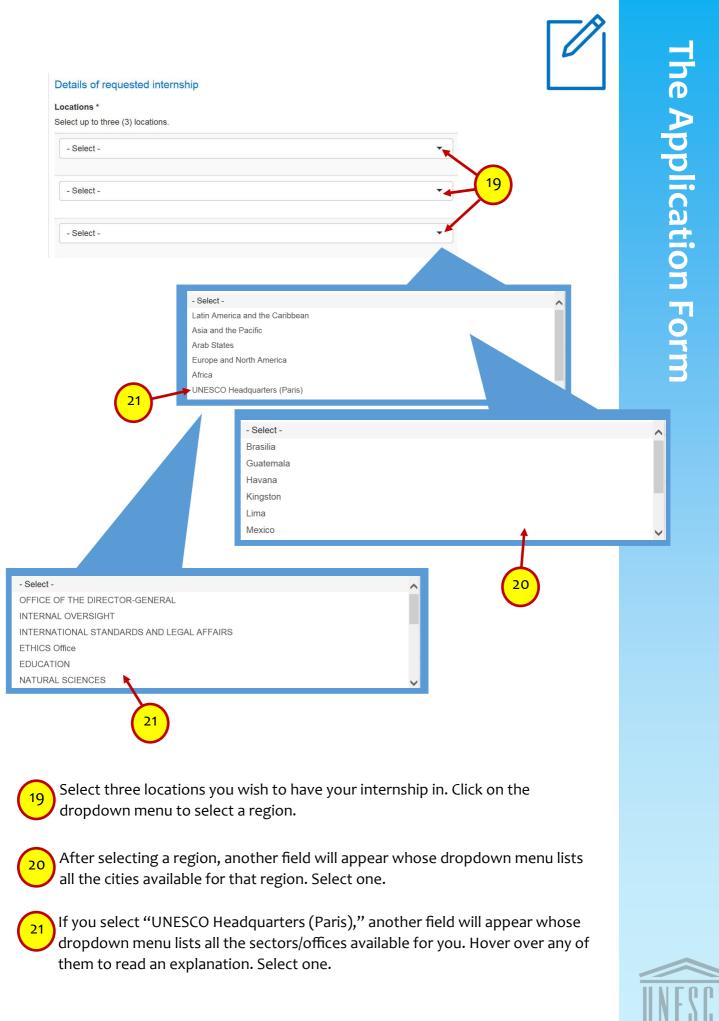
/ork Experience			4
art with your most recent work experience.			
Company name			
		<b>x</b>	
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- None -			
- Health -			$\mathbf{Y}_{17}$
Duration			
From	То		
Month Year	Month Year		
Jul • 2016 •	Jul 🕶 2016 🕶		
		/	
asks			
		1	
Remove work experience			
Add another work experience			
Previous Next			
18			

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."

Click on "Next" to proceed to the section "Details of Requested Internship."

18

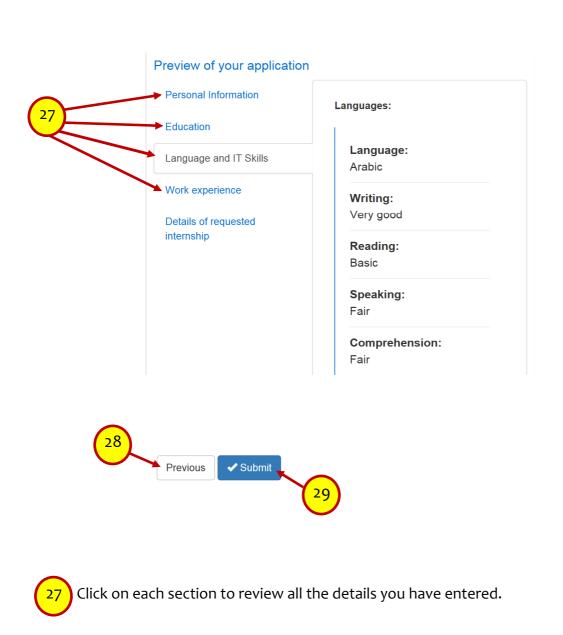




Internship

		22			L
Field of spe	ecialisation *			•	
Duration *					23
- Select -				•	
Preferre	d starting date	) *			
Day * 26 ▼	Month * Jul ▼	Year * 2016 ▼		24	
Please state	e your motivati	on in applying fo	r an internship. '		
Content limi <sup>,</sup> Previous	ted to 5000 char	racters, remaining	: 5000	•	25
		2	6		
Click or	n the dropdo	own menu to s	elect your fie	d of specializ	ation.
Click or	n the dropdo	own menu to s	elect the desi	red duration	of the internshi
Specify	your prefer	red starting d	ate.		
		your motivati clusive of spa		is box. You ar	re only allowed
	· "Provious A	Application" to	see the form	you have fille	ed out before





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!

