

# FULL TIME INTERNSHIP APPLICATION FORM

MIS Reference  (office use only)



## PART A

Your personal details (PLEASE COMPLETE IN CAPITAL LETTERS AND IN INK)

Surname \_\_\_\_\_ Title \_\_\_\_\_

Forename(s) \_\_\_\_\_ Known as \_\_\_\_\_

Telephone no. (home) \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_ Date of birth \_\_\_\_\_

Career aim (if known) \_\_\_\_\_

Why would you like to apply for this internship? \_\_\_\_\_

## PART B

Criteria for application

Degree level qualification	Graduation Date	University

Are you able to commit to a 32 week programme?	Yes	No
Are you able to attend 35 hours per week?	Yes	No
Are you an Isle of Man worker?	Yes	No

## PART C

When submitting your application form, please ensure that you also attach your CV and either a completed scenario task or portfolio along with the application form to [learningcompany@ucm.ac.im](mailto:learningcompany@ucm.ac.im).

## PART D

In accordance with UCM's safeguarding requirements, all students/prospective students are asked to disclose unspent criminal convictions in order to study at UCM. This includes existing students who receive a criminal conviction whilst on a programme of study at UCM. Personal data will be retained securely on our Management Information System for the purpose of providing educational services to you whilst still relevant to the original purpose for which it was collected and will be deleted one year after completion of a course with us.

### Criminal Conviction Disclosure

*UCM is committed to creating learning environments where there is fairness, mutual respect, trust and equality of opportunity.*

Have you ever been convicted in a criminal court, cautioned, or bound over to be of good behaviour for any offence? This includes offences under the Income Tax Act 1970 and offences under the Social Security Administration Act 1992, but not including motoring offences. Please note that you do not need to disclose convictions which are considered to be spent pursuant to the Rehabilitation of Offenders Act 2001 (see [www.gov.im/categories/working-in-the-isle-of-man/rehabilitation-of-offenders/](http://www.gov.im/categories/working-in-the-isle-of-man/rehabilitation-of-offenders/) for further information). Please note that if your answer is 'yes', you should provide details of the date and type of conviction together with any sentence. We will treat all such disclosures as confidential.

Yes                  No

## PART E

### Declaration

The information I have supplied is correct to the best of my knowledge. I agree to abide by UCM's Student and College Agreement, Code of Conduct and ICT User Agreement (which can be found at [www.ucm.ac.im](http://www.ucm.ac.im)) and I understand that any personal data submitted on the application form will be processed for the purposes of education and training administration, including analysis for management and statutory returns. Any information will be processed by UCM in accordance with the General Data Protection Regulation (GDPR) 2018 and will be disclosed where relevant to third parties for the purposes of education, training and examinations. Personal data will be kept whilst still relevant to the original purpose for which it was collected and in accordance with the limitation periods enshrined within the GDPR 2018.

By ticking this box, I agree with the above statements.

Date \_\_\_\_\_

(to be completed in all cases)

Please ensure all relevant sections of your application form are fully completed.