



Please complete all fields below and return to placements@kent.ac.uk. All projects must be a minimum of 3 months full time or equivalent in duration and be based in Kent.

After submission of your project, we will contact you within 7 days. If successful, your vacancy will be advertised and you would then follow your usual recruitment process to find a suitable candidate that meets the requirements of the scheme.

The form below will be used as the job advert, so please give as much information as possible. If you are unsure about any of the questions, or would like some guidance, please contact us on placements@kent.ac.uk or 01227 827376.

Payment of the grant is dependent on the following factors:

- The internship is approved by the University of Kent as a suitable vacancy that is legal, ethical and poses no risk to the graduate
- The internship is based in Kent
- The return of the completed and signed agreement between the company and the University

Company name and address:		
Contact name for this project:		
E-mail address for applications:		
Telephone number for questions:		
Company description and background:		
Company area (these are predefined target areas outlined by HEFCE. Whilst priority is given to these areas, grants are not restricted to them):	Please select one of the following:	
	Low Carbon	
	Digital Industry	
	Life Sciences and Pharmaceuticals	
	Professional and financial services	
	Engineering construction	
	Ageing society	
	Other (please state below)	
Number of current employees		

Project description (including aims, objectives and intended outcomes):	
Location(s) of project activity:	
Preferred start date:	
End date (if applicable):	
Is the intention for this project:	Please select one of the following
	To complete a project and end after 3 months
	To increase turnover to be able to employ more staff
	To employ the graduate for more than 3 months but not permanently
	To employ the graduate permanently
Unsure	
Details of salary offered (including the grant):	
Essential skills and qualities required:	
Desirable skills and qualities required:	
Where did you hear about this project? (E.g. Business Link, IoD, Chamber of Commerce, C4B, Networking Event, FSB)	

The University holds and processes personal data under the terms of the Data Protection Act 1998.

Personal data, including sensitive personal data, supplied by you on this application form will be used solely for the purposes of the Graduate Internship Scheme and providing information to the University Kent.

It will not be disclosed to any external source without your consent.

The University makes every effort to ensure that the information held is accurate and up-to-date.

It may however, rely on you to inform the appropriate officer of any change in personal data.