

Details provided on this form will be used to match graduates to your internship.

Please read the employer guidelines document before completing this form.

Please call Bill Acharjee if you have any queries: 023 8031 9329

Name of Organisation:		
Contact Name and job title:		
Contact Details:	Telephone and Extension Number:	Email address:
Description of your business:	<ul style="list-style-type: none"> Please briefly outline, in a couple of sentences the nature of your business for use in promoting the internship to potential candidates. 	
Number of employees:		
How did you hear about the internship scheme?		
Are you a member of the FSB (Federation of Small Businesses)?		

1. Intern Role Information

The internship should provide an intern with the opportunity to develop or work on a project of importance to the organisation. Please outline the internship role (e.g. key actions to be undertaken, expected results etc.)

Job Title:
What will be the principle duties and responsibilities of the intern?

2. Person specification

The information provided here will be used by GJS to perform a short-list of candidates based on your criteria.

e.g. strong data analysis skills, communication (both verbal and written) skills, time management, knowledge of particular software packages, appreciation of the host organisation's work etc.

Is there a specific technical subject knowledge this role requires?

Please note, only graduates who have completed a UK full-time or part-time undergraduate degree, HND course and Foundation Degrees will be considered.

Essential skills

Desirable skills

3. How will the intern assist in the long term development strategy of your organisation?

4. Timings

Duration We recommend the internship should be 12 weeks or above.	
Working hours We recommend a 35 hr week, 7 hour day (e.g. Mon - Fri 9 - 5 with a 1 hour lunch) Please indicate if the role differs greatly to this.	
Start date The start date is flexible according to the specific needs of the organisation (The aim is for internships to be in place by 30 th September 2010).	

5. Recruitment process

Once this form is submitted the GJS team will upload the opportunity to the GJS website and candidates will apply by submitting a CV and a covering letter.

Alternatively, if you wish candidates to complete your organisation's application form (to be submitted to the GJS team) please put a cross here:

GJS will automatically put a 2 week closing deadline from when the internship is advertised on the GJS site.

If candidates are applying by submitting a CV and a covering letter the GJS team can short list candidates for you. Please put a cross here if you require this:

Interview process

Please note - Interviews will be organised by you, the employer - you must contact the candidates to arrange dates and times, please refer to the guidelines for further information.

6. Induction Programme for the Intern

We recommend the employer provides:

- 'In-house' training primarily in the form of awareness raising briefings from key staff within the organisation in addition to mandatory induction, to include health and safety training.
- A designated Line Manager available to meet with the intern on a regular basis throughout the internship.

Please write here any training that will be provided as part of the internship:

Line Manager contact details:

Name:		
Job Title:		
Contact Details:	Telephone and Extension Number:	Email address:

7. Salary details

This information will be used to help advertise the internship.

Salary you will pay the Intern (per month):	
Total salary you will pay the intern (for the duration of the internship)	
HEFCE funding contribution (see employer guidelines)	£1,350
Total salary	

8. Internship conditions

I have a registered office or work area, separate from any residential address, from which a graduate is able to work.

I will complete the feedback questionnaire at the end of the internship.

I agree that Graduate Jobs South, its Partners and agents, in accordance with the Data Protection Act, may process the information given on this form for the purposes of the internship selection process and subsequent appointment and training processes. I also consent to the storage of this information on manual and computerised files.

Signed

Date

Please return the completed form to: bill.acharjee@solent.ac.uk