

INSTRUCTIONS

Please answer each question clearly and completely.

Type or print clearly



INTERNSHIP APPLICATION FORM

APPLICANTS PLEASE NOTE:

The following documentation must be included when applying for an internship at the RDA:

- *Completed Internship Application Form*
- *Copy of Virgin Islands Passport details page and/or Belonger Card*
- *Copy of transcripts of all courses taken listing the results achieved*
- *Resume*
- *Personal Statement indicating the interest/purpose of the internship (approximately 300-word essay)*
- *A copy of your degree or a letter from the university, if the absence of a degree, reflecting a graduation date within the past twelve months (This applies to recent university graduates only)*

PERSONAL INFORMATION

Preferred Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss/Ms.	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: (dd/mm/yyyy)
First Name:		Last Name:	
Home Address:		Telephone Number:	
Email Address:			

INTERNSHIP PROGRAMME AREAS

Project Management	Business Administration	Community Engagement	Strategy
Procurement	Communication	Environmental Management	Based on your academic studies, indicate your area of interest. Choice:
Internal Audit	Finance	Philanthropy	

INTERNSHIP AVAILABILITY

Please give an indication of your period/dates (and/or days/times) of availability for an internship.

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RIGHT TO WORK IN THE VIRGIN ISLANDS

At the time of starting employment, the successful candidate must have permission to work in the Virgin Islands and evidence must be provided at the time this application is submitted. Candidates should continue to have permission for the duration of the internship.

Nationality:

Do you currently have permission to work in the Virgin Islands for the full duration of the internship you are applying for?

CURRENT STATUS

Please specify your current educational status

Currently enrolled HLSCC student	<input type="checkbox"/>
Completion of Certificate or Associate Degree	<input type="checkbox"/>
Undergraduate student at an overseas college/university	<input type="checkbox"/>
University/College Graduate	<input type="checkbox"/>
Postgraduate	<input type="checkbox"/>

Which year of study are you in?

EDUCATION

Please start with your current degree (or most recent degree for graduates) and work back in chronological order. If you have not graduated yet, please enter the proposed graduate date in the end date.

Name of University/ College/School/ attended	Start Date	End Date	Qualification Level	Subject	Grade (Awarded or Predicted)
e.g. University of Georgia	Sept 2018	June 2021	BA degree	English	2:1

EMPLOYMENT HISTORY

Please start with your current employment (or most recent) and work back in chronological order. You may wish to include relevant details of paid, unpaid, student society roles and other voluntary work.

Name of Employer	Start Date	End Date	Position Held
e.g. The Market Place, Virgin Gorda, BVI	Oct 2020	June 2021	Customer Service Assistant

PERSONAL STATEMENT

This is an opportunity for you to explain why you are interested in this internship.

Please complete on a separate sheet of paper, a one-page essay explaining the objective you wish to achieve during the period of the internship. This should include why you want to intern with RDA, the type of work experience you hope to acquire, and your future goals.

You can use examples from any relevant experience you have to back up your points. This can be from your degree, paid employment, society roles, voluntary work, travelling and/or interests.

Approximately 300 words

Attach on additional sheet of paper.

PLEASE INDICATE HOW YOU FOUND OUT ABOUT THIS VACANCY

RDA website - www.BVIRecovery.vg	<input type="checkbox"/>
RDA Social Media (Instagram, Facebook, Twitter, LinkedIn, etc.)	<input type="checkbox"/>
HLSCC website	<input type="checkbox"/>
HLSCC campus marketing (e.g. talks, plasma screen, career fairs, email, bulletin)	<input type="checkbox"/>
Communication from your faculty (HLSCC Only)	<input type="checkbox"/>
Word of Mouth	<input type="checkbox"/>
Other - please specify	

SUBMITTING YOUR APPLICATION

Checklist:

<input type="checkbox"/>	Completed Internship Application Form
<input type="checkbox"/>	Copy of valid Virgin Islands Passport details page and/or Belonger Card
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Copy of transcript of all courses taken listing the results achieved
<input type="checkbox"/>	Personal Statement – a 300-word essay stating the purpose of the internship
<input type="checkbox"/>	A copy of your degree or a letter from the university if the university degree has not been issued yet, reflecting a graduation date within the past twelve months (only for applications from recent university graduates)

Upload:

Please submit the completed application form along with the required documentation to:
internship@bvirecovery.vg

DECLARATION

Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.
I declare that the information given in this application is to the best of my knowledge complete and correct.

SIGNATURE	DATE

Please note that if your application does not meet our eligibility requirements or does not sufficiently demonstrate your suitability for the role, it will not be considered.