# **Impact Internship Application Support**

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## **Important information about the Impact Internships Programme**

* Internships are 20 working days (or a total of 140 hours) with a tax-free bursary of £1,000 paid directly by Careers Network to support the successful candidate through the internship
* Internships will take place during the summer from June to October with exact dates to suit both the successful candidate and the employer - to be discussed at the interview stage
* Internships can be undertaken full-time or part-time to suit both the successful candidate and the employer – to be discussed at the interview stage

## **Recruitment Process Timeline**

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| --- | --- |
| **Sunday 27th February** | Application deadline – late applications will **not** be accepted |
| **28th Feb – 4th March** | Careers Network conduct eligibility checks before forwarding eligible applications to the relevant employers |
| **7th March – 30th April** | Employers shortlist and interview candidates |
| **1st – 31st May** | Successful candidates are appointed, internship agreements are processed, and bursaries are paid by Careers Network |

## **Application Form Guidance**

The online application form consists of seven sections, please see below guidance for each section including some top tips to help you answer the application questions.

### **Before you Begin**

This section will confirm whether you have read the guidance on the website, from this document and from the job description of the internship role(s) you are about to apply to.

You will have a checklist to complete before moving on to the rest of the application form. If you are not able to tick ‘Yes’ to one or more of the steps listed, please review our [Impact Internships webpage](http://www.intranet.birmingham.ac.uk/as/employability/careers/internships-and-work-experience/opportunities/bespoke-opportunities/impact-internships.aspx) together with this guidance document.

If needed, you can get in touch with the team by emailing [internships@contacts.bham.ac.uk](mailto:internships@contacts.bham.ac.uk)

### **Personal Details**

Please ensure your ID number is correct – this will be a six digit number listed on your student ID card. An incorrect ID number may result in your application being mistaken as ineligible.

Please rest assured that your ID number will not be shared with the employers, only your contact details will be shared to ensure the employers are able to get in touch with you.

### **Academic History**

Please populate the first box with your current/most recent qualification, i.e. if you are a current student, this will be the course you are currently studying.

Please copy-paste all previous qualifications from your CV as this will ensure any formatting remains, i.e. space down between different institutions etc., following the example below.

**University of Birmingham (2019-2023)**

BA Archaeology, degree classification TBC

**Fourtown School (2011-2018)**

A-levels: History (A), English (B), French (A\*)

AS level: Geography (B)

10 GCSEs including Maths (A) and English (B)

### **Work Experience History**

**Before completing this section, please review the resources and support we offer on CV writing, as you will be including the same work history here that you should already have on your CV. You can access this support on our website** [**here**](https://intranet.birmingham.ac.uk/as/employability/careers/apply-yourself/cvs-and-covering-letters.aspx)**.**

Please copy-paste your previous experiences **(maximum 5 opportunities**) from your CV as this will ensure any formatting remains, i.e. space down between different institutions etc. Please ensure this includes any part-time jobs, volunteering opportunities, group projects, work undertaken as part of student societies, etc., noting that [work experience goes beyond internships and placements](https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships).

**Please list your experiences from newest to oldest, following the example below.**

**Shift leader, Starbucks Birmingham (2019-present)**

* Organising staff rotas to ensure adequate cover for each shift
* Supervising staff and maintaining health and safety and food hygiene standards
* Working as a member of the team to provide great customer service
* Upselling and cross-selling to maximise revenue and meet branch targets

**Summer Project Assistant, Dig NW (2020)**

* Working with other project assistants to plan, book and coordinate Dig NW's programme of Summer Dig events for members of the public and school groups
* Facilitating each event, ensuring health and safety and dealing with problems and issues as they arise, referring to project leader as necessary
* Giving talks to event participants, demonstrating archaeological techniques and handling finds

**Student Representative for my course** (2020-21)

* Actively engaging my peers within class and on campus to enhance all students learning experience and enhance their skills
* Acting as a key contact between staff and my peers regarding health and safety, facilities and student welfare needs

**Other Volunteering Roles**

* Chair of University Archaeology Society
* Newsletter Editor for South West Branch of Council for British Archaeology

### **Internship Details**

Please ensure you select the correct job title and organisation from the drop-down list, as we will not be checking individual applications before forwarding the bulk of the applications to the employers.

Selecting an incorrect option may result in your application being forwarded to the wrong employer, which cannot always be rectified in time for your application to be considered by the correct employer.

### **Application Questions**

Please use specific and detailed examples to reinforce your answers throughout all three application questions, ensuring you meet the words count of minimum 250 words and a maximum of 500 words per question respectively.

Please note that employers will be reviewing your answers to ALL these questions.

**Before you start answering the application questions, please review the guidance and support available from Careers Network available through our website** [**here**](https://intranet.birmingham.ac.uk/as/employability/careers/apply-yourself/application-forms.aspx)**.**

1. ***Can you tell us what you know about the organisation that you’re applying to and what attracted you to them?***

Researching the organisation is one of the first steps in applying for any type of role, whether this is an internship, volunteering or graduate role and it is your opportunity to make your application stand out in the recruitment process.

You are encouraged to explore the company’s website, social media accounts and the websites of any key partners they are highlighting on their own website. You may wish to reach out to the organisation directly to ask any questions you have, especially if the organisation is a small start-up with not much of an online presence as of yet.

As part of your answer, you should identify some key findings from your research in terms of who the team are, what main/current project(s) they are working on, their client base and their culture, mission and values. To answer the second part of this question, you may want to highlight which aspects of the company most attracted you to them and why, i.e. this is a main project they are working on or the type of clients they are working with. You may also want to explain how their company values align with your own, and how you will fit in with their company culture and why this is particularly important to you.

1. ***Briefly tell us about yourself, what attracted you to this internship and how your skills/experience are relevant?***

This is your opportunity to demonstrate your suitability for the role and what makes you a valuable candidate to this employer by highlighting your key skills and attributes, as well as your passion for the sector/company.

To answer this question you will want to refer back to the job specification for the internship you are applying to and describe how your skills, knowledge and experience match these. If an employer has specified that certain attributes are essential, you might want to start by addressing those first, before moving on to any desirable skills and experience they are looking for.

You are encouraged to draw upon examples from previous experiences, whether this was within the curriculum or extra-curricular and demonstrate how you showcased the skills and experience required for this role in the past with a good result. When going through your examples, do keep the [STAR technique](https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method) in mind, this is not only a useful interview tool but it can also give your written application questions a great structure and ensure these are as impactful as possible.

If you are lacking in examples from previous work experience opportunities, you can focus on your passion for the work/sector/company and any initiatives you may have taken to showcase these interests, whether this may be within your hobbies and free time and/or within the curriculum.

1. ***If you were offered this internship, how would this opportunity support your professional/personal development and career aspirations?***

You are encouraged to identify the types of skills you will develop and how the experience will help you achieve your career aspirations or contribute to your personal development. If you have done any similar work experience(s), you may wish to explore how this opportunity will build upon those and what might some of the benefits of working with this specific project/employer be?

If you do not have a specific career goal at present, how will this internship help you to develop your skills and employability more generally? Can you see any transferability from this role to other potential work you may wish to pursue and might be some of the benefits of building your network despite not having a career goal in mind? You may also wish to explore tangible examples of how you will continue with your development after completing the internship and identify steps and actions you will put in place.

1. ***Other Information (if requested by the employer).***

If the employer has asked you to submit any further information, as listed in the job advert, please include this here. Where necessary to include a previous piece of work as part of your application, please link to where this is available in the public domain, e.g. WordPress, as we are not able to include attachments as part of this application form.

### **Student Data Protection Permission**

Please ensure you review this carefully to become aware of how we will be using your personal details and information.

## **Interview Guidance**

Please ensure you prepare for the interview by reviewing the job description again and refreshing your memory with the answers you provided in your application form, as well as with the research you had conducted about the organisation.

Please be aware the job description for the roles will not be available after the application closing date so you will need to ensure you save this for your records. You are also encouraged to save your application form submission email to allow you to review your answers in preparation for the interview.

Careers Network has a range of interview services and resources to ensure you receive the support you need, including our online interview preparation platform called [Shortlist.Me](https://go.shortlister.com/marketplace/universityofbirmingham)

To review the online guidance and learn how you can access the support available through workshops, 1:1 interview practice sessions and emailing in your questions about interview processes or techniques, [have a look at our website](https://intranet.birmingham.ac.uk/as/employability/careers/apply-yourself/interview-support.aspx).