**CrossCulture Internships – Application 2016**

**Application form for young professionals** **from Germany and abroad (for eligible countries please refer to Guideline for Application 2016)**

**Part one** to be filled in by the applicant

**Part two** to be filled in by the applicant’s home organisation

**PART ONE**



Please upload your photograph

1. **Information about the person**

|  |  |
| --- | --- |
| Family name |  |
| First name |  |
| Female/male |  |
| Street |  |
| Town |  |
| Country |  |
| E-mail |  |
| Telephone |  |
| Date of birth |  |
| Place of birth |  |
| Nationality |  |

**In sections 2-9 provide complete information in chronological order.**

**2. Education/studies/training (without elementary school)**

|  |  |  |
| --- | --- | --- |
| School/institute/university Subject | From – to  (month/year) | Certificate/diploma |
|  |  |  |
|  |  |  |
|  |  |  |
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**3. Professional experience**

|  |  |  |
| --- | --- | --- |
| Place, country company/institution/organisation | Field of work | Length from – to (month/year) |
|  |  |  |
|  |  |  |
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**4. Voluntary work**

|  |  |  |
| --- | --- | --- |
| Place, country institution/organisation | Field of work | Length from – to (month/year) |
|  |  |  |
|  |  |  |
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**5. Previous internships**

|  |  |  |
| --- | --- | --- |
| Place, country institution/organisation | Field of work | Length from – to (month/year) |
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**6. Other special knowledge and interests (e.g. EDP, hobbies, sports)**

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| --- |
|  |

**7. Information about your present professional or volunteer activity in your home organisation**

Is your present activity within your home organisation professionally or voluntary?

|  |  |
| --- | --- |
| professionally | voluntary |

|  |  |
| --- | --- |
| Organisation/institution address, place, country, webpage |  |
| Your position/function |  |
| Explain your field, activities of work and responsibility |  |
| Starting date of your work  (month/year) |  |
| Partner organisations and /or projects abroad |  |

**8. Experience abroad**

|  |  |  |
| --- | --- | --- |
| Country | Type of stay  (holiday/internship/professional/other) | Length of stay  (month/year) |
|  |  |  |
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**9. Knowledge of languages** (Please mark where applicable)

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| --- | --- | --- | --- | --- | --- |
| Language | mother tongue | very good | good | sufficient | basic knowledge |
| English |  |  |  |  |  |
| German |  |  |  |  |  |
| French |  |  |  |  |  |
|  |  |  |  |  |  |
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**10. Reasons for your application for CrossCulture Internships Programme (CCP)**

1. Below, please reply to the following questions:

* What motivates you to apply for an internship in Germany/in one of the eligible countries (please refer to Guideline for Application)?
* What expectations do you have with regards to an internship in Germany/in one of the eligible countries? What would you like to experience and learn?
* What makes you an interesting candidate for your respective hosting organisation in Germany/in one of the eligible countries? What of your experiences is most important for you to share?

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1. How did you learn about the CrossCulture Internships Programme?

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| --- |
|  |

1. Have you applied for the CrossCulture Internships Programme before?

|  |  |
| --- | --- |
| yes | no |

If yes, when? Please state year/s of application.

|  |
| --- |
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**11. Your ideas concerning the internship**

a) In which work area would you like to work and which topic(s) would you like to address during an internship (for the work areas of CCP refer to the Guideline for Application)?

|  |
| --- |
|  |

b) Do you know a specific organisation/institution in Germany/in one of the eligible countries where you would like to do an internship?

yes  no

If yes, please name that organisation/institution. If you have been in direct contact with them, please inform us about that contact. Why do you want to do an internship with that organisation? Do you have an idea with regards to future contacts, project or cooperation between your home and respective host organisation?

|  |
| --- |
|  |

If you don´t know a specific organisation/institution yet, state your ideas about topics, expertise or projects that you and your home organisation could provide to initiate cooperation and projects. You may check the CCP alumni network for respective host organisations online.

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d) Which period of time do you prefer for your CCP internship? You may also write “any time” if any period of the year will be possible.

Please name your preferred length of stay: minimum 8 weeks, maximum 3 months. Please note: earliest beginning of CCP for all applicants is May 2016. For applicants from/for Egypt, Libya, Tunisia, Morocco, Jordan, Lebanon, Iraq and Yemen the internship can be conducted until mid-December 2016 at the latest. Applicants from all other countries can conduct their internship until end of March 2017.

|  |  |  |
| --- | --- | --- |
| From (month) | To (month) | Maximum length (weeks) |
|  |  |  |
|  |  |  |
|  |  |  |

**12. Declaration of your agreement to write two internship reports**

Participants of the CrossCulture Internships programme are requested to write two internship reports; three weeks after the beginning and at the end of the internship. Further conditions for the participation will be agreed upon with the hosting organisations individually after the selection process has been completed.

I agree to write two detailed internship reports

yes  no

**13. Declaration of consent**

I hereby declare that the above statements are correct and complete. Furthermore, I declare that I am in good health and that my physical as well as mental working capacity is not compromised with regards to the requirements for the duration of the internship abroad and the essential working ability within the internship.

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Place, country Date

Signature of the applicant

**For applicants from abroad:**

**Please submit the filled in and signed application forms Part one and Part two to the German diplomatic mission in your home country.**

**For applicants from Germany:**

**Please submit the filled in and signed application forms Part one and Part two to ifa:** [**bewerbungen-ccp@ifa.de**](mailto:bewerbungen-ccp@ifa.de)

**For information about CCP, application modalities and technical requirement of applicant’s e-mail please refer to Guideline for Applications 2016 and CCP website** [**www.ifa.de/crossculture**](http://www.ifa.de/crossculture).

**The application deadline is 6 December 2015**.

**Please note that only complete and signed applications via e-mail will be processed.**