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| **EMPLOYABILITY****AND CAREERS**  | **essex logo white unbled.eps** |

**Essex Interns**

 **Internal Generation Essex Internship Vacancy Registration Form**

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| Employer Details  |
| Organisation Name | University of Essex  |
| Department  |  |
| Job Title of Name of Contact |  |
| Contact Tel Ext |  |
| Contact Email |  |
| Supervisor Contact Name (if different) |  |
| Supervisor Tel Ext |  |
| Supervisor Email |  |
| Campus |  |
| Is the premises wheelchair accessible? |  |
| Do you have funding approval? Y/N |  |
| Cost code for transfer of funding at the end of the internship |  |

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| **Preferred degree subject** (Please put an x in the box for all that apply) |
| Any degree subject |  | Film Studies |  |
| Accounting, Finance & Banking |  | Genetics |  |
| Acting & Theatre |  | History |  |
| Actuarial Science |  | Human Rights |  |
| American Studies |  | Journalism |  |
| Art History |  | Latin American Studies |  |
| Biochemistry |  | Law |  |
| Biological Sciences |  | Liberal Arts |  |
| Biomedical Science |  | Literature and Creative Writing |  |
| Business and Management |  | Marine Biology |  |
| Computational Finance |  | Marketing |  |
| Computer Science |  | Mathematics |  |
| Criminology |  | Modern Languages |  |
| Drama |  | Philosophy |  |
| Economics |  | Politics |  |
| Electronic Engineering |  | Psychology |  |
| English Language and Linguistics |  | Sociology |  |
| European Studies |  | Sports and Exercise Science |  |

**Essex Interns reserve the right not to accept, or to withdraw any notified vacancy and/or funding at their discretion without publishing a reason. (Decisions will be based upon national best practice guidelines and internal scheme criteria). Internship offers may be declined if the vacancy does not offer the developmental and supervision requirements of an internship or if we do not have candidates looking for internships in this discipline.**

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| Opportunity details - to be published  |

Please use this space to provide us with as much information as you can relevant to your department and the opportunity. Providing us with more details about the work involved and the skills you are seeking enables us to more effectively promote and match your opportunity to the relevant prospective interns.

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| **This information will form part of the job advertisement published to potential interns:** |
| **Organisation Name: University of Essex****Department:****Proposed Internship Job Title:***(To be approved by Essex Interns* **)****Campus location:** **Hours per week:** *(Must be full time)***Preferable Start Date:** *Between 1 August 2018 and 30 April 2019***Duration:** *(Minimum of 3 months)***Salary:** *(At least Grade 4, spinal point 11)***Department Overview:***Please tell us a little more about your department- include anything here that you feel may be useful or of interest to a potential employee.***Role Overview, Job Description and Person Specification:** *Please paste a job description here, detailing any specific skills and experience you require for this role.* **How do you think the internship will benefit both the intern and your department?** *This might include the types of skills the intern might expect to develop in the role and the opportunities that will be provided to learn about the workplace and wider activities of the department.* |

**To register a vacancy you must fully complete the fields above, read and sign page three of this document and email the whole document to** **internships@essex.ac.uk** **for approval.**

If your vacancy is approved it will be promoted to 2018 bachelor graduates with a view to letting you have any applications received in approximately 10 working days. You will be notified once your vacancy goes live (equally we will get in touch if there are any problems preventing your vacancy from being approved).

It will be up to you to shortlist applications and arrange interviews directly with the candidates

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| If you have any queries please email internships@essex.ac.uk or call ext. 3729 |

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| In using this service you are agreeing to: |

* **Advise the Essex Interns office as soon as an intern is made an offer of employment**.(You must liaise directly with the intern to make the offer, agree start dates, hours, pay and the length of the internship).
* You must pay the intern to at least University of Essex Grade 4, spinal point 11 for the duration of their employment
* Check if the intern has the **legal right to work** in the UK under the Immigration, Asylum and Nationality Act 2006 BEFORE employment commences. This is your legal responsibility. Information about employment legislation may be found at <https://www.gov.uk/browse/employing-people>
* Ensure that you comply with all current UK Employment, Equal Opportunities and Health & Safety Legislation
* Ensure that the intern is covered by appropriate insurances (including Employers’ Liability and Public Liability Insurance) as required by UK Law and as applied to other employed staff within the organisation.
* Provide the intern with a written statement of terms of employment and provide an appropriate induction process including relevant health and safety training as necessary. We do ask that you bear in mind that this may be the intern’s first experience of formal work and therefore they may require additional coaching in some of the aspects of work etiquette that we take for granted, such as dress code, time-keeping, sickness reporting etc.
* Identify a member of staff to support the Intern and to monitor progress, identifying developmental and training needs where appropriate (this can be on a formal or informal basis). Review progress and provide feedback to the intern on a regular basis and encourage the intern to monitor their own development and progress. Seek to resolve any difficulties that might arise as quickly as possible.
* Notify us immediately of any changes to the agreed start and end dates, or other key elements of the internship.
* Carry out a final review of the graduate’s performance on completion of the internship and give overall feedback with an opportunity for the Graduate or student to feedback on their experience.
* Provide the Intern with a written reference or endorses a review of their performance and the skills demonstrated and projects/tasks accomplished where possible.
* Notify all unsuccessful applicants for the internship and where possible give feed back to them.

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| NB: Completion and return of this form will be considered acceptance of the above conditions |

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| **Contact Signature** |  | **Date** |  |

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| Once completed please return this form to internships@essex.ac.uk |

June 2018