

(place for approval stamp)

(Signature of Director of the Centre [or authorized staff member)

**NATO**

**ENERGY SECURITY** **CENTRE OF EXCELLENCE**

**Internship and fellowship regulation**

**ANNEX A**

**Internship Application Form**

**A. Personal information**

|  |  |
| --- | --- |
| **Surname(s):** |  |
| **First name(s):** |  |
| **Gender (M/F):** |  | **Place of birth:** |  | **Nationality at birth:** |  |
| **Date of birth (DD-MM-YYYY):** |  | **Present nationality(ies):** |  | **Telephone No:** |  |
| **Present address:** |  |
| **Permanent address:** |  |
| **E-mail address:** |  |

**B. Language skills**

|  |  |
| --- | --- |
| **What is your mother tongue?** |  |
| **Other language skills** | **READ** | **WRITE** | **SPEAK** |
| Basic | Intermediate | Advanced | Basic | Intermediate | Advanced | Basic | Intermediate | Advanced |
| **English** |  |  |  |  |  |  |  |  |  |
| **[Other]** |  |  |  |  |  |  |  |  |  |
| **[Other]** |  |  |  |  |  |  |  |  |  |

**C. Education & Training (University or equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name, country** | **Attended from/to** | **Degrees and academic distinctions obtained** | **Main course of study** |
| Month/Year | Month/Year |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**D. Work experience (Please include all work experience, including present employer/placement if applicable.)**

|  |  |  |
| --- | --- | --- |
| **Employer/Placement Details** | **Dates (Month/Year)** | **Summary of main duties** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |

**E. Personal skills**

|  |  |
| --- | --- |
| **Communication skills** |  |
| **Organisational/ managerial skills** |  |
| **Computer skills** |  |
| **Other skills** |  |

**F. Declaration**

|  |
| --- |
| I certify that the statements made by me in answer to the foregoing question are true, complete and correct to the best of my knowledge and belief and can be verified at any time. I understand that my misrepresentation or material omission made on this form or other documents requested by the Centre may lead to immediate termination of the internship. I have read the Conditions of Internship and agree to abide by them if selected to intern at NATO ENSEC COE. |
| **SIGNATURE:**  | **DATE (DD-MM-YYYY):** |

**G. Additional documents to be submitted with this application form**

|  |
| --- |
| Applicants are required to submit copies of documents to support their application. The checklist below is to assist you with the compilation of your submission. |
| **1** | A concise statement – a short essay (up to 500 words) giving details on your motivation for an internship, why you want to work in a particular topic or field and your expectations from the internship (signed). |
| **2** | A copy of the CV. |
| **3** | At least one reference letter from one of the professors supporting the application. |
| **4** | Copies of university degrees and/or diplomas (If you are an undergraduate student on the last year studies, please send us instead a formal declaration of college/university attesting that you are currently enrolled as well as expected graduation date). |
| All documents should be in English. If official documents, such as university degrees or transcripts, are not available in English, the candidate is requested to provide a complete and accurate uncertified translation into English together with copies of document. Applicant’s may be asked to provide a certified translation if appropriate. |

**All applications and documents should be sent to the following e-mail address:** **info@enseccoe.org****.**

**Alternatively, the material may be sent to the regular mail to the address indicated below.**

**NATO Energy Security Centre of Excellence**

**Šilo g. 5A**

**10322 Vilnius, Lithuania**

**Kindly note that you only need to send your application by one of the means listed above.**