

# New Zealand Embassy Berlin Internship Programme Particulars Form

Title:
Surname:
Given Name(s):
Birth Date:
Nationality(ies):
Citizenship:
Email Address:
Postal Address:
City or Town:
Postcode:
Country:
Mobile number:
University attending/attended:
Course of study:

How did you hear about this internship programme?

## Availability

Please indicate your availability and your preferred intake period during 2025:

- February – July (yes/no)
- April – September (yes/no)
- September – February 2026 (yes/no)

Additional notes/remarks concerning your availability:

## Referees

Please provide the names of two referees whom we will contact if you are shortlisted.

### Referee 1

Referee's Name/Company:

Referee's Relationship to Applicant:

How long have you known the referee: *(less than 1 year; 1 – 3 years; more than 3 years)*

Contact Email for referee:

Mobile/Telephone (including country/area codes):

### Referee 2

Referee's Name/Company:

Referee's Relationship to Applicant:

How long have you known the referee: *(less than 1 year; 1 – 3 years; more than 3 years)*

Contact Email for referee:

Mobile/Telephone (including country/area codes):

## **Selection Criteria**

In order to demonstrate your written communication skills, please give a convincing account of your:

Interest in an internship at the New Zealand Embassy (*125 words max*)

Interest in foreign policy (*125 words max*)

Interest in domestic New Zealand and German affairs (125 words max)

A large, empty rectangular box with a thin black border, intended for the user to write their response to the prompt above.

Strong interpersonal skills, ability to build productive working relationships, and ability to respond to challenges and adapt to changing work environments (125 words max)

A large, empty rectangular box with a thin black border, intended for the user to write their response to the prompt above.

Disclosure: Any relevant issues to be made aware of (e.g. financial circumstances, criminal background, health and safety needs).

### Checklist:

- I have attached my current CV of no more than two A4 pages
- I have attached my covering letter of no more than 1 A4 page and **with my signature in the covering letter I accept the application statement (please see below).**

Please note that the attached files must be saved in one of the following formats: **.doc, .docx, .pdf, jpg.** (for a scan of the covering letter). They must be **all together no more than 5 Mb.**

### Applicant Statement

With the signature I hereby declare that the above information is, to the best of my knowledge, true and correct. I have truthfully disclosed all background issues that the Embassy should be made aware of. I consent to the Embassy's collecting and using information, and to relevant employers' disclosing information in relation to my work performance and conduct. This is for the purpose of assessing my suitability to carry out the tasks and duties entailed by the internship I have applied for, and my suitability to become an Embassy intern. I understand that misstatements or omissions made in the course of the selection process, if they are discovered, may result in failure to secure an internship or immediate discharge.

Signature:

Date: