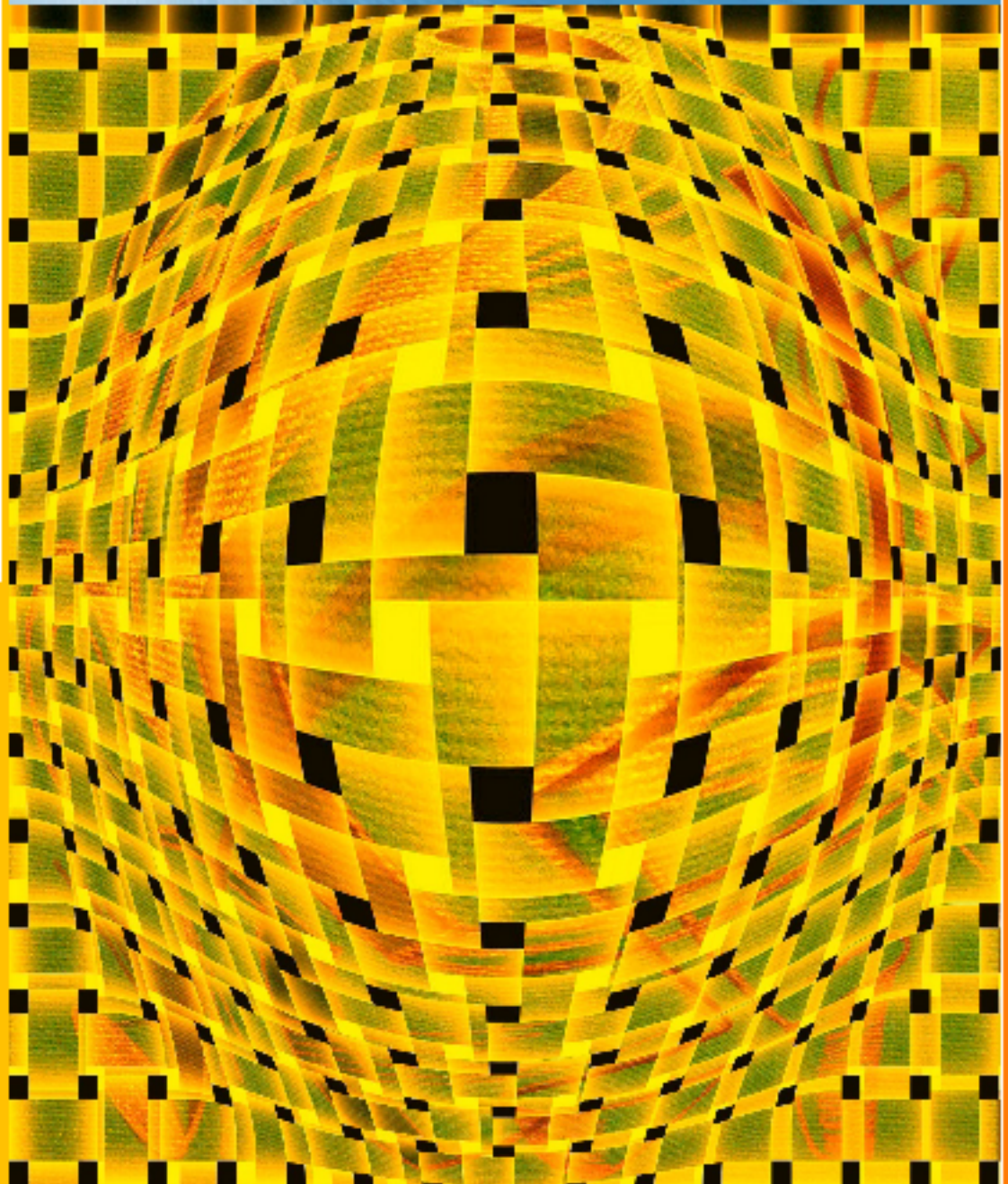


2011

Internship Applicant's Manual



United Nations
careers

United Nations, New York
April 2011 (Release 1)





How to Apply for an Internship through the United Nations Careers Home Page

Applicant's Internship Manual

United Nations Secretariat

10/05/2011

<http://careers.un.org>

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Understanding the Careers Portal and how to apply for an internship with the United Nations Secretariat

The **Careers Portal** provides information about what the United Nations does, where it operates, the organizational structure, career paths, career options and the recruitment process.

Internship opportunities with the United Nations Secretariat are also posted on our career portal. Please use this manual as a guide for preparing an application for an internship.

Before creating an application for the Internship Programme, make sure you meet the minimum requirements;

- **You need to be enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship;¹ or if you study in a country where higher education is not divided into undergraduate and graduate stages, you must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.**
- **You need to be proficient in English. Knowledge of any other of the United Nations official languages (i.e., Arabic, Chinese, French, Russian and/or Spanish) is an asset;**
- **You need to be computer literate in standard software applications**
- **You must have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and have demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of different opinions and views.**

How to Apply for an Internship

All internships at the United Nations Secretariat are posted at our career portal, careers.un.org

To find the Internship Openings, proceed to the 'Search Job Openings' section towards the bottom of the main page:

Professional and higher categories	Field services	General services and related categories	Internship				
Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty station	Deadline
Language Internship	I-1	18927		Internship	Office of Human Resources Management	NEW YORK	18/04/2011

Sort By

Search Job Openings

Category: / Level:

Job Network: / Job Family:

Department/Office:

Duty Station: By date posted:



To receive Job alerts you first have to [register as user/login](#). Once you're logged into the system, go to [Job Search](#) or [Advanced Search](#). From there you can save your job search criteria to create a Job alert. You will then receive e-mails once job openings that match your criteria are posted.

Select 'Internship' and search to find available internships. A list will appear under the Internship Tab, with any given internship openings currently available. Select specific internship by clicking on listing under 'Job Title'.

Job Openings

United Nations Secretariat is transitioning to a new online recruitment system. During the transition period, both the previous and the new system will run in parallel. When applying for a job, you will be automatically directed to the appropriate system. For information on how to apply for a job, go to [Application Process](#).

Applications from women candidates are strongly encouraged as the United Nations supports gender equality in the workplace.

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.

Professional and higher categories	Field services	General services and related categories	Internship				
Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty station	Deadline
Language Internship	I-1	18927		Internship	Office of Human Resources Management	New York	18/04/2011

Sort By



Job Opening

Job Title: Language Internship, I1
Department/ Office: OFFICE OF HUMAN RESOURCES MANAGEMENT
Duty Station: NEW YORK
Posting Period: 4 March 2011-18 April 2011
Job Opening number: 11--HUMAN RESOURCES MANAGEMENT-18927-R-NEW YORK

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)

Org. Setting and Reporting

These positions are located in the Department for General Assembly and Conference Management (DGACM) in New York, and in Geneva, Vienna and Nairobi. These positions are under the close supervision of the Chief of the Section/Service or the internship supervisor, as appropriate.

Responsibilities

Within delegated authority, the intern will be responsible for the following duties:

A new window will appear with the Job Opening information.

Job Title: describes the internship's actual functions in a particular office.

Department/Office: explains the mission and the reporting line for the internship advertised.

Duty Station: The location of the posting.

Posting Period: The date when the job opening was posted and the deadline by which all applicants must be submitted. The job opening will be removed from the Careers Portal at midnight on the deadline date.

Log in and Register

Login

UN Secretariat staff members click here: [UN Secretariat Staff Members \(Login\)](#).

Login

User Name: **Password:**

[Login Help](#) [Register Now](#)

If you do not already have an account on the UN Careers portal, please select 'register now'. All fields must be filled in.

Register

Enter your new user name and password.

Enter Registration Information

***User Name**

***Password**

***Confirm Password**

***First Name**

***Last Name**

***Primary Email ID**

***Date of Birth**

[Return to Previous Page](#)

IMPORTANT TIPS TO NOTE WHEN PREPARING YOUR ON-LINE APPLICATION:

It is not necessary to complete the entire application at once. However, before exiting the application you **must click on the Save button to save your application. If you fail to do so, all entries will be lost when you exit.** If you choose Cancel, your data will not be saved.

A resume or curriculum vitae **is not accepted and is considered neither a substitute nor a complementary document to a duly completed application.**

Attachments are not necessary when applying for internships.

The *My Profile* page is comprised of multiple sections over two pages. When completing your profile, you should save your entries in each section to ensure no data will be lost.

All fields marked with an asterisk (*) are required.

To remove an entry, click on the Delete icon, if necessary.

The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and date.

If you are a citizen or national of more than one country, click on the Add icon to add one or more nationalities, if applicable. To remove an entry, click on the Delete icon, if necessary. The address fields may change depending on the country selected.

Please certify by marking the blue circle that you understand the terms of the application and then click “continue”.

This will be required every time you start a new application.

Apply Now

I am aware of the available information and guidelines on how to complete an application. I am duly completing all fields accurately and comprehensively and understand that incomplete applications are not considered.

I wish to continue

[Continue](#)

[Return to Previous Page](#)

Setting up your Profile

Prior to creating the application, you will need to set up your profile. This profile can be amended after submission of your application, and can be used for more than one application.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Save	Return to Previous Page	Go to Next Page
----------------------	---	---------------------------------

Member Information

User Name:	
Password:	Change Password
Preferred Method of contact:	<input type="text" value="Not Specified"/>

Name

Name Prefix:	<input type="text"/>
First Name:	Un
Middle Name:	<input type="text"/>
Last Name:	Internship
Other Name:	<input type="text"/>

Nationality

Country of nationality:	<input type="text"/>
Nationality at birth Find View All First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last	
Country of nationality at birth:	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
Have you taken any legal steps toward changing your present nationality?	<input type="text"/>

Name

This section is automatically completed with the information you entered when you registered. Your first and last names as they were entered during registration appear in this section and cannot be changed. However, you can add additional information.

The image shows a form titled "Name" with the following fields and annotations:

- Name Prefix:** A dropdown menu with "Ms" selected. An arrow points to it with the text "You can add additional name information".
- First Name:** A text box containing "sophie". An arrow points to it with the text "First and Last Name are the names entered during registration and cannot be changed".
- Middle Name:** An empty text box. An arrow points to it with the text "You can add additional name information".
- Last Name:** A text box containing "wro". An arrow points to it with the text "First and Last Name are the names entered during registration and cannot be changed".
- Other Name:** An empty text box. An arrow points to it with the text "If applicable, add another name you may be known by, such as your maiden name".

Below the form, there is a small file icon labeled "Name.vsd n.jpg".

1. *Name Prefix* - select the applicable prefix.
2. *First Name* - displays your first name as entered during the registration process. This is your given name as it appears on your passport and cannot be changed.
3. *Middle Name* - enter your given middle name, if applicable.
4. *Last Name* - displays your last name as entered during the registration process. This is your family name as it appears on your passport and cannot be changed.
5. *Other Name* - indicate another name you may be known by, e.g. your maiden name.
6. Click on the **Save** button to save your entries **before** proceeding to the **Nationality** section.

Nationality

Nationality indicates your country or, in case of multiple nationalities, countries of nationality and residence. If legal steps have been taken or are about to be taken to change your country of nationality, please also indicate in this section.

If you are a citizen or national of more than one country at birth, click on the Add + icon to add more nationalities at birth, if applicable

Indicate the country of citizenship at birth

If you selected No, then the next sub-section does not require completion. If you selected Yes, then the next sub-section requires completion

Nationality at birth.vsd n.jpg

Complete the following information:

1. In the *Country of nationality*, select your country of nationality.
2. *Nationality at birth* indicates your country of citizenship at birth. In the **Nationality at birth** section, complete the following information:
3. *Country of nationality at birth* - select your country of nationality at birth.
4. *Do you have multiple nationalities?* - indicate whether you possess multiple nationalities. If Yes, complete the fields in *Nationalities*.
5. *Have you taken any legal steps toward changing your present nationality?* - indicate whether you are in the process of changing nationalities. If you answered Yes in *Have you taken any legal steps toward changing your present nationality* above, then indicate any legal initiatives you have taken to become a citizen or national of another country.
6. If you answered Yes in *Legal steps towards changing nationalities*, *Do you have multiple nationalities?* then indicate the country (or countries) of which you are also a national.

Select the country where you have applied for citizenship

If you are changing nationalities in several countries, click on the Add + icon to add more countries

Legal steps towards changing nationalities Find | View All | First 1 of 1 Last

Country: + -

Effective or expected date: 📅

Please describe briefly:

Do you have multiple nationalities? Yes v

Legal Steps Chg Nationalities.vsd n.jpg

If you selected No in the previous sub-section, this sub-section will be disabled. If you answered Yes, then these fields must be completed

If you selected No, then the next sub-section does not require completion. If you selected Yes, then the next sub-section requires completion

6. *Country* - select the country where you aspire to receive citizenship or are already a citizen.

If you have more than one nationality at birth, click on the Add icon to add one or more nationalities at birth, if applicable. To remove an entry, click on the Delete icon, if necessary.

7. *Effective or expected date* - click on the **Calendar** icon and select the month, year and date when the citizenship of another country took effect or is expected to take effect.

Select the country where you are a Citizen or National

If you are a citizen or National of more than one country, click on the Add + icon to add more countries

Nationalities Find | View All | First 1 of 1 Last

Nationality: + -

Explanation:

*Have you taken legal permanent resident status in any country other than your current nationality? Yes v

Other Nationalities.vsd n.jpg

If you selected No in the previous sub-section, this sub-section will be disabled, if you answered Yes, then these fields must be completed

If you selected No, then the next sub-section does not require completion. If you selected Yes, then the next sub-section requires completion

a. *Nationality* - select your country (or countries) of nationality.

b. *Explanation* - enter a brief description of your nationality.

If you selected No in the previous sub-section, this sub-section will be disabled, if you answered Yes, then these fields must be completed

If you are a legal permanent resident of more than one country, click on the Add + icon to add more countries

Legal permanent residence in other countries Find | View All First 1 of 1 Last

Country: Canada Date: 31/12/2010

If possible, please attach a scanned copy of the first page of your passport and/or ID card and/or birth certificate

Select the country where you hold a legal permanent residence

Select the date you became a legal permanent resident of the selected country

Legal Permanent Residence.vsd n.jpg

c. Have you taken legal permanent resident status in any country other than your current nationality? - Indicate whether your permanent address is in a country other than the country of your current nationality. If yes, complete the fields in *Legal permanent residence in other countries*. If No, those fields will be disabled. **Note that you do not need to upload a scanned copy of passport to apply for an internship.**

d. *Legal permanent residence in other countries* indicates legal initiatives taken to become a permanent resident of another country, when applicable. In this section, complete the following information:

e. *Country* - select the country (or countries) where you have lawfully applied for permanent residence or where you are already a legal permanent resident.

f. *Date* - click on the **Calendar** icon and select the actual or expected month, year and date when the legal permanent resident status took or is expected to take effect.

Note: If you are a permanent resident of more than one country, click on the Add icon to add one or more countries, if applicable.

g. **No attachments are required to apply for an internship. Supporting documentation will be requested upon receiving an internship offer.**

Once you have completed the **Nationality** section, proceed to complete the **Permanent Address** section.

Permanent Address

Permanent address refers to your permanent residence, typically in your home country or country of nationality, irrespective of where you may currently reside. In the **Permanent Address** section, complete the following information:

1. *Country* - select the appropriate country.
2. *Address 1 through Address 3* - indicate the street name and/or number. Include a comma after the street name for easier readability on the print version.

3. *City* - indicate the name of the city, town or village. Include a comma after the city name for easier readability on the print version.
4. *State* - indicate the name of state, if any.
5. *Postal* - indicate the postal code.
6. *County* - indicate the name of county, if any.
7. *Current Address* - indicate your current address if different from your permanent address. If your current address is the same as your permanent address, place a checkmark in the *Same as Permanent* field. Otherwise, click on the *Add Current Address* link to add another address.

If your current address is the same as your permanent address, place a checkmark in the box

Current address **Same as Permanent**

***Preferred Address for mailing** Permanent ▼

+ [Add Current Address](#)

If your current address is different than your permanent address, add your current address by clicking on the [+Add Current Address](#) link

Current Address

8. *Preferred Address for mailing* - indicate which address you wish the United Nations to use for correspondence regarding your application. **Note: For internships, all correspondence will be electronic only.**

Email

The e-mail address displayed is the address you entered upon registration. This email address cannot be changed but you can indicate whether it is to be used as your primary e-mail address or you can add another email address by clicking on the *Add Another Email Address* link.

The primary email address is the one that will be used by the United Nations for all correspondence about your application and will be used by Inspira to authenticate your identification if you should forget your User ID or Password.

Phone Numbers

This section allows you to enter the phone numbers where you can be reached by the United Nations. You can provide more than one phone number by clicking on the *Add Another Phone Number* link.

The primary phone indicates the preferred contact number by which you want to be reached. At least one phone number entry must be designated as your preferred contact number. When entering the phone number, include the country code, area code, number and, where appropriate, extension number.

Emergency Contact

Emergency Contact indicates the person to contact in case of an emergency. In the Emergency Contact section, complete the following information:

1. *Name* - enter the name of your contact.
2. *Phone Number* - enter the phone number of your contact including the country code, area code, number and, where applicable, extension number.
3. *Relation* - indicate your relation to the contact person.

Employment with the United Nations

This section allows you to indicate whether you are currently employed by the United Nations. In the **Employment with the UN** section, complete the following information:

If you selected No, then the fields that follow do not require completion. If you selected Yes, then the fields require completion.

These fields require completion if you currently work for a UN entity

Employment with the UN

*Are you currently working for any United Nations Common System entity? Yes

Which UN entity are you working for?

UN Index number:

Type of appointment or relationship with the organization:

When did you first commence employment with the United Nations?

Expiration date of current contract:

1. *Are you currently working for any United Nations Common System entity?* - indicate whether you are currently working for any United Nations Common System entity? If Yes, complete the fields that follow. If No, proceed to the Questions for Former Employees section.
2. *Which UN entity are you working for?* - click on the **Look up** icon and select from the list the UN entity where you currently work.

3. *UN Index Number* - enter your Index number assigned by the Organization. The Index number normally refers to the number on the "Statement of Earnings and Deductions."
4. *Type of appointment or relationship with the organization* - select the type of appointment you hold from the list. If your appointment is not on the list, select Other.
5. *When did you first commence employment with United Nations?* - click on the **Calendar** icon and select the month, year and date when you first started employment with the United Nations.
6. Expiration date of current contract - click on the **Calendar** icon and select the month, year and date when your current contract ends with the United Nations.

Questions for Former Employees

This section provides a series of questions about previous employment in any of the United Nations organizations. Indicate the latest (other than the current) contractual relationship with any of the United Nations entities, where applicable. In the **Questions for former Employees** section, complete the following information:

If you selected No, then the fields that follow do not require completion. If you selected Yes, then the fields require completion

Questions for Former Employees

*Have you previously worked for any United Nations Common System entity? Yes

For which UN entity did you last work for?

Type of appointment or relationship with the organization:

From:

To:

Reason for separation:

These fields require completion if you have ever worked for any UN Common System entity

Questions for Former Employees.vsd n.jpg

1. *Have you previously worked for any United Nations Common System entity?* - indicate whether you have ever worked for any United Nations Common System entity. If Yes, complete the fields that follow. If No, proceed to the International Exposure section.
2. *For which UN entity did you last work for?* - click on the **Look up** icon and select from the list the United Nations Secretariat or the Organization of the United Nations Common System where you worked most recently.
3. *Type of appointment or relationship with the organization* - select the type of appointment you held from the list. If your appointment is not on the list, select Other.
4. *From* - click on the **Calendar** icon and select the month, year and date when you first started employment with the United Nations.
5. *To* - click on the **Calendar** icon and select the month, year and date when you completed your contract with the United Nations.

- Reason for separation - indicate the reason for your separation from the United Nations.

Other Information

- Other information indicates whether you require special accommodations due to a disability or if you are a successful candidate for the Young Professionals Programme Examination (YPP – previously the National Competitive Recruitment Examination).
- The Organization is committed to promote the employment and social integration of persons with disabilities, and provides reasonable accommodation to qualified individuals with disabilities to perform the essential functions of their position. It is in this context that the Organization inquires about the need for special accommodation.

The screenshot shows a form titled "Other Information" with the following sections:

- Section 1:** "Do you need any assistance pertaining to your ability to perform the type of work related to the position for which you wish to be considered?" with a "Yes" dropdown. Below it are fields for "If Yes, physical assistance:" (dropdown) and "If Yes, please explain briefly:" (text area).
- Section 2:** "Working for the United Nations might require assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to be able to travel?" with a "Yes" dropdown. Below it are fields for "If Yes, physical assistance:" (dropdown) and "If Yes, please explain briefly:" (text area).
- Section 3:** "Are you a successful candidate of the National Competitive Recruitment Examination?" with a "Yes" dropdown. Below it is a table with columns for "Year" and "Occupational Group".

Callout boxes provide instructions:

- Left: "If you selected No, then the fields that follow the question do not require completion. If you selected Yes, then the fields that follow the question require completion"
- Top right: "If you selected No, the fields that follow the question do not require completion. If you selected Yes, then the fields that follow the question require completion"
- Bottom right: "If you passed a YPP (NCRE) for more than one Occupational group, click on the Add + icon to add additional occupational groups"

- Do you need any assistance pertaining to your ability to perform the type of work related to the position for which you wish to be considered? - indicate whether you require any special accommodations due to a disability. If Yes, complete the fields that follow. If No, proceed to the next question.
 - If Yes, physical assistance - select the type of physical assistance needed to perform your work.
 - If Yes, please explain briefly - enter a brief description of the physical assistance required to perform your work.
- This section also collects information on the Young Professionals Programme (previously the National Competitive Recruitment Examination (NCRE), where applicable. Information on having successfully passed the competitive examinations for language positions should also be stated here.
- Working for the United Nations might require assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to be able to travel? - indicate whether you require any special accommodations due to a disability when travelling for United Nations business. If Yes, complete the fields that follow. If No, proceed to the next question. **Note: No travel is required or permitted for internships.**
 - If Yes, physical assistance - select the type of physical assistance needed to travel.

- d. *If Yes, please explain briefly* - enter a brief description of the physical assistance required to travel.

Click on the **Save** button to save your entries before continuing, then click on the *Go to Next Page* link and complete the **National Competitive Recruitment Examination** section.

6. *Are you a successful candidate of the National Competitive Recruitment Examination?* - indicate whether you have passed a National Competitive Recruitment Examination. If Yes, complete the fields that follow. If No, proceed to the next step.
 - a. *Year:* - select the year you took the YPP (previously the NCRE).
 - b. *Occupational Group* - select the occupational group in which you passed the YPP (previously the NCRE).
7. Click on the **Save** button to save all entries made.
 - a. If you had passed more than one YPP (previously the NCRE), click on the **Add** icon to add one or more Occupational Groups, if applicable. To remove an entry, click on the **Delete** icon, if necessary.
8. Repeat the above steps if you had passed more than one YPP (previously the NCRE).
9. Click on the **Save** button to save your entries before continuing, then click on the *Go to Next Page* link and complete the **Marital Status** section.

Marital Status

The applicant must provide information with regard to his/her marital status and dependency status of his/her spouse or partner. Only one spouse or partner is recognized by the Organization.

Spouse/Partner Information					
Last Name	First Name	Date of Birth	Nationality	Gender	Employment Status
1					

These fields are not required if you selected Single or Widowed. For all others, these fields must be completed. The UN recognizes only ONE spouse or partner.

Marital Status.vsd n.jpg

1. *Marital Status* - select your marital status. If you indicated Single or Widowed, then the following fields are not required. For all other selections, complete the following fields:
 - a. *Last Name* - enter the last name of your spouse or partner.

- b. *First Name* - enter the first name of your spouse or partner.
- c. *Date of Birth:* - click on the **Calendar** icon and select the month, year and day when your spouse or partner was born.
- d. *Nationality* - click on the **Look up** icon and select from the list the nationality of your spouse or partner.

The Search Results section of the look-up table displays the first 300 results that match the entered criteria in one or several pages. To view all 300 results, click on View All link. To narrow your search in order to find the desired value within the first 300 results, perform a more targeted search to reduce the number of results displayed. To sort your results alphabetically or numerically in ascending or descending order, click on the underlined title of the respective column in the top blue bar.

- e. *Gender* - select the gender of your spouse or partner.
- f. *Employment Status* - select the employment status of your spouse or partner.

Once you have entered your marital status, proceed to the **Dependent Info** section.

Dependent Info

Information on dependants indicates your dependent children, including step children and legally adopted children, where applicable.

If you selected No, the fields that follow do not require completion. If you selected Yes, then the fields that follow require completion.

If you have more than one dependent child, click on the Add + icon to add additional children

In the Information on Dependants section, complete the following information:

1. *Do you have dependent children?* - indicate whether you have any dependent children. If Yes, complete the following fields. If No, proceed to the Relatives employed by the UN section.
2. *Last Name* - enter your child's last name.
3. *First Name* - enter your child's first name.
4. *Date of Birth:* - click on the **Calendar** icon and select the month, year and date when your child was born.
5. *Nationality* - click on the **Look up** icon and select from the list the nationality of your child.

6. *Gender* - select the gender of your child.
7. *Relationship* - select your relationship to the child specified.
 - a. If you have more than one dependent child, click on the **Add** icon to add one or more dependent children, if applicable. To remove an entry, click on the **Delete** icon, if necessary.
8. Repeat the above steps for each dependent child.

Once you have entered your dependent child(ren), proceed to the **Relatives employed by the UN** section.

Relatives employed by the UN

1. Applicants should provide information regarding family members i.e. siblings, parents, children, and spouse or partner, who are currently employed with the United Nations Secretariat, other United Nations entities and other public international organizations.

If there is more than one relative employed by the Organization, provide the information for each person. Click on the Plus sign icon to add a new record. The Minus sign icon can be used to delete the record, if necessary.

2. Are any of your relatives employed by the United Nations Secretariat, another UN entity or by another public international organization? -indicate whether you have any relatives employed by the UN. If Yes,

If you selected No, the fields that follow do not require completion. If you selected Yes, then the fields that follow require completion.

Relatives employed by the UN.vsd n.jpg

If you have more than one relative who is employed by the UN, click on the Add + icon to add additional children

complete the following fields. If No, proceed to the next step.

3. *Last Name* - enter your relative's last name.
4. *First Name* - enter your relative's first name.
5. *Relationship* - select your relationship to the relative specified.
 - a. If you have more than one relative employed by the UN, click on the **Add** icon to add one or more relatives, if applicable. To remove an entry, click on the **Delete** icon, if necessary.

6. Repeat the above steps for each relative employed by the UN.
7. Once you have entered your relatives employed by the UN, click on the **OK** button. The first page of **My Profile** appears.

You have completed the **My Profile** section. Proceed to complete your **Application**.

Application

The **Complete Application** page is comprised of five (5) sections; Preferences, Education & Work Experience, Skills, References, Cover Letter & Additional Information.

- *You are applying for* – an internship can be found under the title “Job Opening”. If you had selected a job opening, the job title would appear here. If you created this application for an internship prior to selecting a job opening, please ensure you meet the minimum requirements. If you do, you can attach this application to the job opening.
- *Application* - this area will display the fields that need to be completed. The fields that appear in this area are dependent on the part of the application you are completing.

If you have applied for a position using this application, the position name will appear here

Your profile information

Menu

Links to the various parts of the Application

Application - the fields displayed depend on what part of the application is being completed

Complete Application_Preference_EXT.vsd n.jpg

- In the *Consider me for these Job Families* field select one or more job families that you are interested in. To make multiple selections, use the **Ctrl** key to select each individual job family or the **Shift** key to select a consecutive group or all the options.

Complete the following sections of the application:

Preferences

Indicate your preferred field of work and preferred work location(s) in this section. You can also sign up for Job Alerts which will send you e-mail notifications on newly posted job openings based on the criteria specified in your preferences. Complete the following information in this section.

1. **How did you come to apply for an internship with the UN?**- select from the list which media you used to find the internship in the Organization. If the media is not in the list, then select other.
 - a. *If Other* was selected in the previous field, then enter a brief explanation about how you heard about the position in the Organization.
2. **Job Family** - select from the list the job family(s) of interest. Job family refers to a group of occupations based upon work performed, skills, education, training and credentials.
 - a. Click on the **Add** icon to specify more than one job family. You can specify up to five (5) job families. To remove the job family, click on the **Delete** icon, if necessary.
3. **Job Title**- click on the **Look up** icon and select the job title from the list. Only job titles associated with the selected Job Family will appear in the list.

The Search Results section of the look-up table displays the first 300 results that match the entered criteria in one or several pages. To view all 300 results, click on View All link. To narrow your search in order to find the desired value within the first 300 results perform a more targeted search to reduce the number of results displayed. To sort your results alphabetically or numerically in ascending or descending order, click on the underlined title of the respective column in the top blue bar.

- a. Click on the **Add** icon to specify more than one job title. To remove the job family, click on the **Delete** icon, if necessary.
4. **Main Offices** - if you are interested in working in one of the United Nations main offices, select the office from the list.
 - a. Click on the **Add** icon to specify more than one office. To remove the office, click on the **Delete** icon, if necessary. **Note: You can only be considered for an internship in the location you apply for.**
5. **Field Missions** – internships are currently available only in established duty stations. **Field missions preferences will not be considered for the purpose of applying for an internship.**
6. **Regional/Sub-Reg. Offices** - if you are interested in working in one of the United Nations regional or sub regional offices, click on the **Look up** icon and select the desired office(s)
 - a. Click on the **Add** icon to specify more than one regional or sub-regional office. You can specify up to five (5) offices. To remove the office, click on the **Delete** icon, if necessary.
7. **Would you accept short-term assignments of less than 12 months?** – note this does not apply to the Internship Programme as the maximum duration is 6 months, upon department’s request.
8. **Are you interested in working as a consultant?** - indicate whether you would be interested in working as a consultant in the United Nations by selecting the appropriate answer. Consultants are not employees of the United Nations.

9. *Are you interested in working on a part-time basis?* –Part time is not possible under the internship agreement.

After you have completed all the required fields in the Preference section, you are now ready to complete the Education and Work Experience section described next.

Education and Work Experience

Provide details on your work history, educational institutions attended, and diplomas/degrees or equivalent academic qualifications obtained.

It is important to complete all information about your education and work experience accurately. This information will be used for system-automated pre-screening and it serves as the basis for evaluating your eligibility and suitability for a job opening.

Internships at the United Nations may be subject to satisfactory and complete verification of academic qualifications and employment verification; reference checks on the information stated in these sections are undertaken for candidates under close consideration. A candidate for whom reference checks are conducted is notified accordingly.

1. Click on the *Education and Work Experience* link or the *Next* link. The **Education and Work Experience** page appears.

Click on the [Add Work Experience](#) link to add employment held from age 18 and higher, including service in the armed forces, internships, etc.

Click on the [Next](#) link to move to the next section or, click on the corresponding section link

Click on the [Add Education Details](#) link to list the schools and universities you have attended from age 14 and higher in reverse chronological order.

Complete Application_Edu n Work Exp_EXT.vwd n.jpg

2. Click on the *Add Work Experience* link, the **Add Employment History** page appears.
3. Add Employment History Section:

Starting with your present employer, list every position held in reverse chronological order. Duly complete all fields and indicate every employment held from age 18 and higher, including service in the armed forces, where applicable. Other internships, if any, are also indicated here. Note any period during which you were not gainfully employed. In cases where you worked with one employer but held several positions, you must indicate every job held separately. This is important for determining your eligibility and suitability.

Reference to the position in the following text, refers to the position held and not the position for which you are applying.

- a. *Is this a civil servant position in your government?* - indicate whether the position you held was a civilservant position with your government of nationality.
- b. *Is this a position in the UN Secretariat?* - indicate whether this position was with the UN Secretariat. If Yes, then proceed to *Type of contract appointment or relationship to the Organization Please indicate what this level is*. If No, proceed to Step *Is this a position in another UN entity?*
- c. *Is this a position in another UN entity?* - if you answered No in Step *Is this a position in the UN Secretariat?* above then indicate whether this position was with another UN entity. If Yes, proceed to *Type of contract appointment or relationship to the Organization Please indicate what this level is*. If No, proceed to *Job Title*.
- d. *Type of contract, appointment or relationship to the Organization* - if the position was with the UN Secretariat or another UN entity, indicate the type of contract held from the list.
- e. *If UN system, grade & level* - indicate the job category and grade level for the position held at the UN Secretariat or UN entity.
- f. Click on the **Category Lookup** icon and select the applicable category from the list. More information about categories can be found on the **Careers Portal** by clicking on the **Staff Categories** link.
- g. Click on the **Grade Lookup** icon and select the applicable grade from the list. Only grades associated with the selected category will appear in the list.
- h. *Please indicate what this level is* - indicate how you obtained this level and grade.
- i. *Job Title* - enter your functional title at this employer.

If you held more than one position with the same employer, enter each position separately.

- j. *Name of Employer* - enter the name of your employer. If the name of employer is longer than the field, state the abbreviated name. Provide the full name of the employer in one of the address fields (Address 2 or Address 3) under the Employer Address section.
- k. *Website of Employer* - enter the employer's website URL address.

Employer Address

*Country: United States

*Address 1: 1 North End Ave

Address 2:

Address 3:

City: New York State: New York

Postal:

County:

If the employer has multiple locations, enter the employer's headquarters location and not where you worked which may be different

You can use the non-required address fields to provide the full name of your employer, if necessary

Complete Application_Employer Address_EXT. vsd n.jpg

- l. *Country* - select the appropriate answer from the drop-down. This is your employer's headquarter location, not where you worked which may be different. The location where you worked is indicated in a separate field.

The address fields may change depending on the country selected.

- m. *Address 1 through Address 3* - indicate the street name and/or number. Include a comma after the street name for easier readability on the print version.

You can use the non-required Address fields (Address 2 or Address 3) to provide the full name of your employer including the Department/Organizational Unit, as applicable.

- n. *City* - indicate the name of the city, town or village. Include a comma after the city name for easier readability on the print version.
- o. *State* - indicate the name of state, if any.
- p. *Postal* - indicate the postal code.
- q. *County* - indicate the name of county, if any.

Location 4560 NEW YORK

*Employer's Phone 212/293-0012 Fax

*Supervisor's e-mail address SStanley@nymex.com

*From: 01/09/2004 Present Job

To: Indicate Notice Period Weeks

*Do you have any objections to contact your current employer for references? No

If yes, please explain

This is the employer's location where you worked, if the employer had multiple locations

If this is not your current employer, the To field will be enabled and you will be required to enter the last day of employment

These fields are enabled only if this is your current employer

If you do not want the UN to contact your current employer, explain why

Complete Application_Job Location_EXT vsd n.jpg

- r. *Location* - click on the **Lookup** icon and select the duty station (location) where you served (worked) or are currently serving (working). Duty station indicates the geographical location (normally a town or city) where the Organization maintains an office or is located and where the applicant has worked or is currently working. In this section, the contact information of an applicant's Supervisor should be entered. It also indicates if the job specified is the applicant's current employer.
- s. *Employer's Phone/Fax* - enter the telephone and fax number of the employer including the countrycode, area code, number and, where applicable, extension number.
- t. *Supervisor's e-mail address* - enter the e-mail address of your supervisor at the specified employer.
- u. *From* - click on the **Calendar** icon and select the date you started working for this employer.
- v. *Present Job* - place a checkmark in the box if this employer is your current employer.
- w. *To* - this field is enabled if this is not your current position. If enabled, click on the **Calendar** icon and select the date you left this particular job.
- x. *Indicate Notice Period* - this field is enabled only if this is your current employer. Enter the number of weeks required to submit a notice of separation/resignation from this position.
- y. *Do you have any objections to contact your current employer for reference?* - this field is enabled only if this is your current employer. Indicate whether the United Nations can contact your current employer for a reference. If you do not want the United Nations to contact your current employer, select Yes.
- z. *If yes, please explain* - this field is enabled only if you selected Yes in the previous field. Explain briefly why you object to contacting your current employer.

Indicate the business sector this employer belongs to, such as, 'Government', 'Financial', etc. If the applicable business sector is not in the list, select 'Other'

'Type of Business	Private Sector	If Other, please explain	
'Job Family	HUMAN RESOURCES		
'Field of Work	Administrative specialists		
Area of Speciality	Human resources planning specialists		

Complete Application_Bus n Job Fam_EXT.vsd n jpg

This field is enabled only if 'Other' was selected for 'Type of Business'. Enter the business sector this employer belongs.

- aa. *Type of Business* - indicate the business sector this employer belongs to, such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services. If the applicable business sector is not in the list select 'Other'.
- bb. *If Other, please explain* - if Other was selected, explain the nature of business in this field.
- cc. *Job Family*- select from the list the job family that best describes the field of work or similarity of functions. A job family is a group of occupations based upon work performed, skills, education, training and credentials.
- dd. *Field of Work* - select from the list of work that best describes your experience.
- ee. *Area of Specialty* - click on the Lookup icon and select from the list. Area of specialty refers to the specific skills or knowledge performed on the job. Only areas of specialty associated with the selected Field of Work will appear in the list.

The image shows a screenshot of a job application form with several fields and annotations. The form includes:

- Name of Supervisor:** A text input field containing "S Stanley" and a "Self-Employed" checkbox.
- Employment type:** A dropdown menu set to "Full Time".
- Provide details if not full time:** A text input field.
- Salary:** Two rows for "Starting" and "Ending" salaries, each with a currency dropdown (set to "USD") and a frequency dropdown (set to "Monthly").
- No of employees Supervised:** A text input field.
- Kind of employees directly supervised:** A dropdown menu.
- Description of duties:** A text area containing "performed all Human Resource activities".
- Summarize your achievements:** A text area containing "Coordinated onboarding of candidates for major project".
- Reason for leaving:** A dropdown menu set to "Company sell".

Annotations with arrows pointing to specific fields:

- Left side:** "If the position was with the United Nations or any of the United Nation Common System, it is not necessary to state the salary as the position and level held provide sufficient information" (points to the salary fields). "Enter a description of the tasks performed on a daily basis for this position" (points to the description of duties field). "Briefly explain why you separated from this position or employer" (points to the reason for leaving field).
- Right side:** "If you did not work full time for this employer, state the reason, e.g. student attending a university." (points to the "Provide details if not full time" field). "If you held a supervisory role, indicate how many employees you supervised and their professional status" (points to the "No of employees Supervised" field). "Describe your achievements and accomplishments during your employment. Do not list the tasks you performed on a daily basis" (points to the "Summarize your achievements" field).

Complete Application_Duties n Achievements_Ext.vad n.jpg

- ff. *Name of Supervisor* - enter the name of your supervisor at this employer.
- gg. *Self-Employed* - if you are self-employed, place a checkmark in this field.
- hh. *Employment type* - select the type of employment held at this employer, e.g. full time, part time, and volunteer, etc. If part time, also select the relevant part-time percentage. Employment type indicates whether the applicant holds or has held a full time or part time position with the employer and the relevant part-time percentage.
- ii. *Provide details if not full time* - describe the position you hold/held if not a full time position. For example; part time employee because I was attending school for my degree.

- jj. *Salary (Starting and Ending)* - enter the monthly salary you received when you started working for the employer and when you separated from the employer.
- kk. *Currency* - click on the **Look-up** icon and select the currency code in which you were/are paid. You can also type in the currency code, if known.
- ll. *Number of Employees Supervised* - if you held a supervisory role, enter the number of employees you directly supervised.
- mm. *Kind of Employees directly Supervised* - select the type of employees you directly supervised.
- nn. *Description of duties* - describe the tasks performed on the job on a daily basis. Spell check your entry by clicking on the **Spell Check** icon. Duties describe the specific responsibilities of the job. They accurately reflect what the applicant is doing or has done in each job he/she has held. The character limit for this field is 2,500 characters. It is recommended to review each application and update it as necessary, or target it to reflect appropriately the suitability for the job opening to which an applicant is applying. Updates will not affect the content of applications previously submitted for other vacancies.
- oo. *Summarize your achievements* - describe what you have accomplished and achieved during the stated period of employment, as opposed to the tasks performed on a daily basis. The applicant should describe what he/she has accomplished and achieved during the stated period of employment as opposed to the tasks performed. The character limit for this field is 2,500 characters.

Achievements describe in specific terms “how well” an individual did in his/her job. Were the expectations exceeded? Did an applicant solve a particular problem or introduce an innovative solution? If so, how was this done? When writing achievements, it may help to think of job responsibilities from a cumulative perspective, i.e. the applicant's adherence to standards with respect to rules, regulations, procedures, meeting deadlines, etc. Also, the following questions may help: Has the applicant been involved in any projects? What feedback and recognition has he/she received from his/her supervisor or colleagues? An additional source of information could be performance appraisals (e-PAS(es) for United Nations staff) which reflect the results that an applicant has achieved.
- pp. *Reason for leaving* - briefly explain why you separated from this position/employer. Spell check your entry by clicking on the Spell Check icon.
- qq. Once you have entered all the required information, click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the Save button. The Education and Work Experience page appears.
- rr. On the **Education and Work Experience** page, click on the **Save** button to save all entries.
- ss. Repeat the above steps for each employer and position held by clicking on *Add Employment History*. Otherwise, proceed to the next step.

Remember, if you held more than one position with the same employer, enter each position Separately

- tt. Once you have entered your employment history, click on the *Add Work Experience* link to add your education history. The **Enter Education Details** page appears.

4. Enter Education Details section:

Starting with the highest education level obtained, list the schools and universities you have attended from age 14 and higher in reverse chronological order, and duly complete all fields. UN Trainings, if any, are indicated under Skills described in the next section.

If you 'No', you have not obtained a degree, indicate the reason. If you chose 'Other' as the reason, provide a brief explanation.

Use the Additional Comments field to provide additional information or if Other was selected in the Course and Field of Study or Teaching Method fields, provide a brief explanation. Up to 256 characters can be entered.

You must click on the Save button to retain your entries. Otherwise, all entries will be lost when you open another page or exit inspira

Enter Education Details.vsd n.jpg

- a. *Name of Institution* - enter the name of the accredited education institution you attended or are attending.
- b. *Type of Institution* - indicate the type of learning institution.
- c. *Institution Web Site* - enter the institution's website, if available.
- d. *Is this the highest level of education attained?* - indicate whether this is or is not the highest level of education attained.
- e. *City* - enter the name of city where the educational institution is located.

- f. *Country* - specify the name of the country where the institution is located.
- g. *Degree Obtained* - specify whether or not you obtained the degree. If No, select the reason why you did not or have not yet obtained the degree.
- h. *If No, please briefly explain* - if you selected Other, please explain, and enter why you did not obtain the degree from the institution (as applicable).
- i. The **Calendar** defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and day.
- j. *Attended (From)* - click on the **Calendar** icon and select the date when you started attending the educational institution.
- k. *Attended (To)* - click on the **Calendar** icon and select the date when you finished attending the educational institution, if applicable. If you are still pursuing your degree, you can leave this field blank.
- l. *Degree/Diploma Obtained* - select the type of degree or diploma obtained.

If you indicate 'C-HS Diploma' as your degree/diploma obtained, the next two fields (Main Course of Study and Field of Study) will be optional.

- m. *Main Course of Study* - select the course discipline that you pursued. If the course is not in the list, select Other.
- n. *Field of Study* - select the field of study that best describes the course attended. Only fields of study associated with the course selected in the previous field will appear in the list. If Other was selected, then Other will be the only option in this field.
- o. *Additional Comments* - enter any comments that support or clarify course and field of studies indicated. If Other was selected in the previous two fields or the *Teaching Method* field, then provide a brief explanation. Up to 256 characters can be entered in this field.
- p. *Teaching Method* - select the method used to present this course. If Other is selected, provide a brief explanation in the *Additional Comments* field.
- q. *Title in English or French* - enter the title of the degree earned in English or French.
- r. *Exact Title in Original Language* - enter the official title of the degree earned in its original language as conferred by the institution upon completion of the course.
- s. *Enrolment Status* - select whether you were attending the educational institution on a full-time or part-time basis.
- t. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.
- u. On the **Education and Work Experience** page, click on the **Save** button to save all entries.
- v. Repeat the above steps for each degree obtained by clicking on the *Add Education Details* link. Otherwise, proceed to the next step.

- w. Once you have completed the education section, proceed to complete the **Skills** section.

Skills

Provide details on skills you possess that are relevant to the internship you are seeking. When completing the application without applying to a job opening, the **Skills** section consists of the following sub-sections:

- UN Training
- Licenses and Certificates
- Languages
- Publications

If you are completing the application while applying for a specific job opening, an additional sub-section called Application Questions appears. This section will contain skills questions that are specific to the job opening.

1. Click on the *Skills* link or the *Next* link. The **Skills** page appears.

Training - this section is to be completed by current or former UN staff members who attended UN training courses. Click on the + [Add UN Training](#) link, otherwise skip this section

Click on the + [Add Languages](#) link to indicated your proficiency in the two (2) UN required languages and add any additional languages

The Application Questionnaire section only appears in applications that are attached to job openings. It contains questions that are relevant to the position.

Click on the + [Add Licenses and Certificates](#) link to add any licenses or certificates obtained from recognized authorities, including any successful passing of UN Examinations. Do not include any UN Training certificates.

Click on the + [Add Publication](#) link to add any publications or articles you may have written on subjects relevant to the position

Complete Application_Skills_EXT.vsd n.jpg

2. UN Training Section:

This section applies only to current and former United Nations staff members. For the purpose of Internships, this section should be left blank.

3. Licenses and Certificates section:

Indicate any licenses or certificates obtained from recognized authorities, other than UN training certificates, but including the successful passing on any of the United Nations Examinations.

- a. Click on the *Add Licenses and Certificates* link to add any licenses and certificates.

Briefly describe the training you received in order to obtain the License or Certification

You must click on the Save button to retain your entries. Otherwise, all entries will be lost when you open another page or exit inspira

Select the License or Certificate from the list

Enter the date you obtained the License or Certificate

Add Licenses_Certificates.vsd n.jpg

- b. *Certification* - click on the Lookup icon and select the license and certificate received.
- c. *Field of Study or brief description* - briefly describe the training received to obtain the license or certificate.
- d. *Date Obtained* - click on the **Calendar** icon and select the date when you obtained the license or certification.
- e. Click on the Save button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the Save button.
- f. On the **Complete Application - Skills** page, click on the **Save** button to save all entries.
- g. Repeat the above steps for each license and certificate obtained by clicking on the *Add Licenses and Certificates* link. Otherwise, proceed to the next step.
- h. Once you have entered your licenses and certificates, proceed to complete the Languages section.

4. Languages section:

State your mother tongue (primary language spoken) and indicate your knowledge of the United Nations two (2) working languages (English and French), the language required for the position, along with other languages that you may possess. In addition, if you are a UN staff member, indicate if you successfully passed the official United Nations Language Proficiency Examination, where applicable.

The Organization uses the descriptive levels Basic, Confident and Proficient to characterize a person's ability to read/speak/understand/write a specified language. Each higher level implies control over the previous levels' functions and accuracy.

The language proficiency levels are defined as follows:

- Proficient - The capacity to achieve most communicative goals and express oneself on a familiar range of topics.

- Confident - The ability to communicate in a limited way in familiar situations and to deal in a general way with non-routine information.
- Basic - The ability to deal with simple, straightforward information and begin to express oneself in limited contexts.
 - a. Click on the *Add Languages* link to add your knowledge of the United Nations two (2) working languages, along with other languages that you may possess.

Select the language that you possess knowledge of

Indicate your proficiency of the selected language in each of the four (4) categories

Indicate whether this language is your mother tongue

Indicate how you acquired knowledge of the language

Indicate whether you have passed the UN Language Proficiency Exam

You must click on the Save button to retain your entries. Otherwise, all entries will be lost when you open another page or exit inspira

Add Languages.vsd n.jpg

- b. *Language* - select the language you possess knowledge of, including your mother tongue.

Remember to record your proficiency in the two (2) UN working languages, English and French and any other language required for the position.

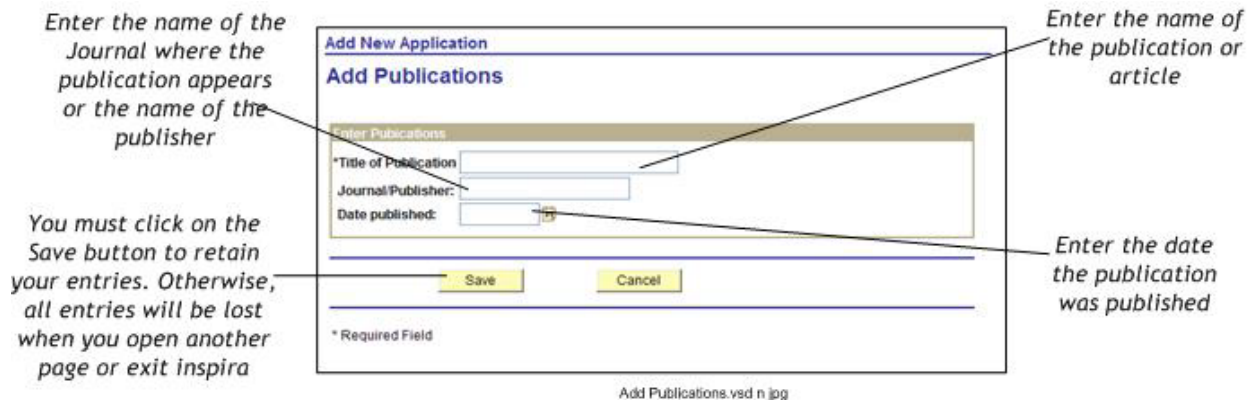
- c. *Reading Proficiency* - select your level of proficiency to read the selected language.
- d. *Speaking Proficiency* - select your level of proficiency to speak the selected language.
- e. *Understanding Proficiency* - select your level of proficiency to understand the selected language.
- f. *Writing Proficiency* - select your level of proficiency to write the selected language.
- g. *How Acquired?* - indicate the manner in which the language skill was acquired.
- h. *Mother/Principal Tongue* - indicate if the language specified is your mother/principal tongue.
- i. *Successfully Passed UN Language Proficiency Exam?* - this field applies to UN staff, indicate if you passed the official UN Language Proficiency Examination in any of the six official United Nations languages (Arabic, Chinese, English, French, Russian, Spanish), where applicable.
- j. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.
- k. On the **Complete Application - Skills** page, click on the **Save** button to save all entries.
- l. Repeat the above steps for each language you possess knowledge of, including the two (2) UN working languages, English and French and any other language required for the position. Click on the *Add Languages* link. Otherwise, proceed to the next step.

- m. Once you have entered your language proficiency, proceed to complete the Publications section, if applicable.

5. Publications section:

The applicant can list any recognized publications. While this is not necessary, as the Organization will request additional information as and when required, the applicant may attach a copy of the publication through the *Add Attachment* link under the **Cover Letter and Additional Information** section, if the published document is not larger than the maximum combined attached file sizes of 1 Mb. The PDF version of a document is preferred.

- a. Click on the *Add Publications* link to add the name of a publication that you have written and published.



- b. *Title of Publication* - enter the title of the publication that you authored or co-authored.
- c. *Journal/Publisher* - enter the name of journal or publisher that published your work.
- d. *Date Published* - click on the **Calendar** icon and specify the date when the work was published.
- e. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.
- f. On the **Complete Application - Skills** page, click on the **Save** button to save all entries.
- g. Repeat the above steps for each publication you have written by clicking on the *Add Publication* link. Otherwise, proceed to the next step.

6. Application Questionnaire section:

For the final section under Skills you will need to answer a number of mandatory questions related to the requirements of the internship in which you are applying for. A series of questions (between 4 and 15) are associated with most internship applications. These are yes/no or true/false questions, are objective, relate to the specific job opening, and will assist in filtering applicants. A threshold of 80% is required in order to be eligible for consideration.

Application Questionnaire

Are you studying for a Bachelors, Masters or Ph.D. or equivalent or have you completed your degree within the last 12 months?

Yes

No

Will you be able to cover the costs of travel, accommodation and other living expenses for the duration of the internship?

Yes

No

Is your field of study related to the conference interpretation and/or conference translation?

Yes

No

Does your working language combination include at least three of the six official languages of the UN (Arabic, Chinese, English, French, Russian, Spanish): One target language, which should be your main language (language of instruction), and at least two other source languages?

Yes

No

Once you have completed the questionnaire, proceed to complete the **References** section.

References

You are required to list three (3) persons as contact references who can attest to your work history and qualifications. You can include present or past supervisors, colleagues, mentors and/or thesis advisors, but do not list family members.

1. Click on the *References* link or the *Next* link. The **References** page appears.

Apply Now

Complete Application

You are applying for:

No job has been linked to this application [Add Job to Application](#)

Consider me for these Job Families:

ADMINISTRATION
AUDIT
CIVIL AFFAIRS

F376551 L376551
760 United Nations Plaza
New York, NY 10017

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

[Preferences](#) [Education and Work Experience](#) [Skills](#) [References](#) [Cover Letter & Additional Info](#)

Please list 3 references that we may contact and that can attest to your work history and qualifications. You could include present or past supervisors, peers, mentors or thesis advisors, but please do not list any family members

References

You have not added any references to your application.

[+ Add Reference](#)

Click on the + Add References link to add three (3) contact references, do not include any family members

2. Click on the *Add References* link to add references to your application.

The screenshot shows a web form titled "Add Reference" under the heading "Add New Application". The form contains several sections: "Enter Reference Details", "Address", and "How do you know this person?".

- Enter Reference Details:** Includes fields for Reference Type (dropdown), Reference Name, Position, Organization, Telephone, and Email ID.
- Address:** Includes Country (dropdown), Address 1, 2, and 3, City, State (dropdown), Postal, and County.
- How do you know this person?:** Includes a dropdown menu (currently set to "Supervisor") and a text area for "If Other, specify".

Callout boxes provide the following instructions:

- Top right: "Enter the name of your reference and indicate the nature of your acquaintance" (pointing to Reference Name and Reference Type).
- Middle right: "Enter your reference's current title, organization of employment, phone number and email address" (pointing to Position, Organization, Telephone, and Email ID).
- Bottom right: "Enter the address where your reference prefers to receive any correspondence from the United Nations. It can be their business or personal address." (pointing to Address fields).
- Bottom right: "The address fields may change depending on the country selected." (pointing to Country dropdown).
- Bottom right: "Indicate how you know your reference. Remember, references can not be family members." (pointing to the "How do you know this person?" dropdown).
- Bottom left: "You must click on the Save button to retain your entries. Otherwise, all entries will be lost when you open another page or exit inspira" (pointing to the Save button).

At the bottom of the form, there is a "Save" button, a "Cancel" button, and a legend for "* Required Field".

Add References.vsd n .jpg

- a. *Reference Type* - indicate the nature of acquaintance between you and your reference.
- b. *Reference Name* - enter the name of your reference.
- c. *Position* - enter the position/title held by your reference.
- d. *Organization* - enter the name of the organization with which the reference is associated.
- e. *Telephone* - enter the reference's current telephone number including the country code, area code, and extension, if any.
- f. *E-mail ID* - enter the reference's current e-mail address.
- g. *Country* - select the reference's country of residence.
- h. *Address 1 through Address 3* - enter the address where the reference can be reached by postal mail. Depending on where the reference wants to be reached, this may be the reference's home address or employment address. Include a comma after the street name for easier readability on the print version.
- i. *City* - indicate the name of the city, town or village. Include a comma after the city name for easier readability on the print version.
- j. *State* - indicate the name of state, where applicable.
- k. *Postal* - indicate the postal zip code.

- l. *County* - indicate the name of county, where applicable.
 - m. *How do you know this person?* - indicate how you came to know your reference. If none of the selections apply, choose Other.
 - n. *If Other, specify* - if you selected Other in the previous field, and then briefly describe the nature of your relationship with your reference.
3. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.
 4. On the **Complete Application - Reference** page, click on the **Save** button to save all entries.
 5. Repeat the above steps for each reference you need to add by clicking on the *Add Reference* link. Remember, you must provide three (3) references. Otherwise, proceed to the next step.
 6. Once you have entered your references, proceed to complete the **Cover Letter and Additional Information** section.

Cover Letter and Additional Information

This is the most important section for consideration for an Internship. It allows you to create a cover letter that is specific to the internship you are applying for, relating your skills and experience to those noted in the job opening. Please do not attempt to attach resumes or CVs. Any other supplemental information or documentation that the Organization may require will be requested in the course of the application.

1. Click on the *Cover Letter & Additional Info* link or the *Next* link. The **Cover Letter and Additional Information** page appears.

Enter information that is specific to the position you are applying for, relating your skills and experience to those noted in the job opening.

Attach any relevant documents required by the position or the United Nations. These documents can be your ePAS if you are a UN staff member, your passport, etc.

Additional information required by the United Nations

Personal information is carried over from your profile

You must click on the Save button to retain your entries. Otherwise, all entries will be lost when you open another page or exit inspira

Cover Letter n Add Info.vsd n.jpg

Cover Letter

A cover letter should be brief, three to four paragraphs, and should be as targeted to the position for which you are applying and should focus on the most relevant parts of your background that relate to the internship.

1. In the **Cover Letter** section, describe how your experience, qualifications and competencies match the internship for which you are applying.
2. Spell check your entry by clicking on the **Spell Check** icon.
3. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.
4. Once you have completed your cover letter, you are ready to submit the application. **Note that no attachments are required to apply for an internship with the United Nations Secretariat.** Additional documents will be required if you are selected for an internship.

Submit the Application

1. Once the profile and application is complete, the cover letter included and all pre-screening questions are answered, the application can be submitted.
2. The applicant will be required to agree to the terms and agreements stipulated by the United Nations, in order to successfully submit the application.
3. Every time an applicant submits an application, the Applications page appears. This page displays a message that the application has been successfully submitted. Each successful application is also acknowledged by e-mail. Depending on the applicant's suitability and eligibility for the position, the types and intervals of further communications between the Organization and the applicant may vary.
4. Once an application is submitted, it can no longer be altered for that particular position, except for the information contained in the profile, i.e. a new e-mail address or contact number. However, when applying for a new job opening, updates to all fields in the application may be and are recommended to be made.

Track the Application

1. The list of job applications that the applicant has saved or submitted is recorded under **Careers Home > My Career Tools > Applications** page. The Applications page provides an overview of the application(s) that the applicant has saved (draft) or submitted along with the corresponding status remark. The status of a submitted application changes accordingly as it goes through the recruitment and selection process i.e. "Applied, "Rostered, or "Rejected". These status updates may not be reflected immediately.
2. For applications for which candidates have been rostered, the My Applications page provides for a withdrawal button that allows a candidate to permanently withdraw himself/herself from the roster. The status 'Withdrawn' refers to a permanent removal from the roster, either upon the candidate's request or for administrative reasons (e.g. failed reference checks following an election, disciplinary measures, etc.).

My Applications							
Display applications from: <input type="text" value="All Applications"/> <input type="button" value="Refresh"/>							
◀◀ First ◀ Previous Next ▶ Last ▶▶							
<u>Application</u>	<u>Level</u>	<u>Job ID</u>	<u>Status</u>	<u>Withdraw</u>	<u>View/Print PHP*</u>	<u>Creation Date</u>	<u>Application Date</u>
Internship – Spring 2011 – Management and Operations Support NY	I1	15878	Rostered	<input type="button" value="Withdraw"/>	View/Print PHP*	14/09/2010 10:06AM EDT	23/09/2010 9:19PM EDT

Successful candidates will be informed by email regarding their candidacy.