

**HURIA INTERNSHIP APPLICATION FORM**

1. Family Name:		Given Names:						
2. Gender:		3. Marital Status:						
4. Date of Birth Day/month/year		5. City/Country of Birth:		6. Present Nationality/Nationalities:				
7. Permanent Address:				8. Present Address				
Telephone No.:				Telephone No.:				
Mobile phone:				Mobile phone:				
Fax No.:				Fax No.:				
e-mail Address:				e-mail Address:				
<b>9. In case of emergency, notify:</b>								
Name:								
Address:								
Relationship to applicant:								
Telephone No.:				e-mail Address:				
<b>10. Knowledge of Languages:</b>								
	Read		Write		Speak		Understand	
Language	Easily	Not easily	Easily	Not easily	Easily	Not easily	Easily	Not easily
Mother tongue (please specify)								
English								
Kiswahili								
Other: (please specify)								

11. Higher Education (College/University):				
Institution Name, City, Country	Dates of attendance		Degree(s)	Major Subjects of Study
	From: Mo./Year	To: Mo./Year		
<b>Current education:</b>			Obtained/to be obtained	
<b>Previous education:</b>				

12. Are you requesting your college to grant you credit hours for your internship at HURIA? If yes, please specify the program through which you wish to gain credit hours, and for which academic area:

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\_\_\_\_\_

12. **Computer skills:**  Word processing       Internet research       Spreadsheet       Database  
 Web page design       Other: \_\_\_\_\_

13. **Other Skills/Experience:**     Fundraising       Marketing       Design  
 Public Speaking     Research     Writing     Editing     Other \_\_\_\_\_

13. **Employment:** Please describe any previous working experience you may have had, giving full details of your duties and employers. Use an additional sheet if necessary.

*1. Employer:*

Telephone No.:  
Address:  
Position Held:  
Start & End Date:

Duties Performed:

\_\_\_\_\_

\_\_\_\_\_

*2. Employer:*

Telephone No.:  
Address:  
Position Held:  
Start & End Date:

Duties Performed:

\_\_\_\_\_

\_\_\_\_\_

**3. Employer:**

Telephone No.:

Address:

Position Held:

Start & End Date:

Duties Performed:

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**15. Other Relevant Information:**

a) University scholarships or academic distinction:

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b) Publications (if any):

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c) Clubs, community organizations, or other activities relevant to internship:

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d) Have you ever been arrested, indicted, or summoned into Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

Yes  No

If yes, please give full details in an **attached** statement.

16. **Internship Period:** Please indicate your availability for Internship [HURIA]internships have four start periods throughout the year; each internship will last approximately 3 months)

January – March

April – June

July – September

October - December

17. **Preferred Internship Work Assignment:** Please indicate your preferred area of work at HURIA:

1. **Finance**

Financing for Development

Budgeting

2. **Administration**

Management

Monitoring and Evaluation of Organization

3. **Programs**

See operating programmes on website and indicate area of interest.

18. **Endorsement by educational institution:** Please attach an endorsement letter confirming your level of studies, area of studies and expected date of graduation; this must be submitted with this application.

19. **References:**

Please list three persons not related to you, who are familiar with your character and qualifications:

Full name and title	Address/email	Business or occupation

20. **Essay Portion:** Please type a two paragraph response to each of the following essay questions concerning the internship for which you are applying at HURIA. Attach the separate, typed essays to this application form before submitting this application to HURIA.

1. Why would you like to work as an intern at HURIA and what do you think you might gain from the experience?
2. What skills and knowledge do you feel you will bring to HURIA as an intern?
3. Purpose statement: How will this internship relate to your academic path and goals, and why have you chosen the particular HURIA work assignment you indicated on this application?
4. What does “Transforming Rights into Responsibilities” mean to you?

21. **Resume/CV:** Please attach a condensed CV/resume in which you specify all previous work and activity experience and any relevant skills that might apply to your internship at HURIA. Also use this resume as a chance to add any additional information you might not have listed on this application.

22. **Letter of Recommendation:** Please attach a short letter of recommendation from one of your references listed above. This letter should be attached to this application in a sealed envelope.

23. I certify that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This duly completed application must be delivered to the HURIA Office Headquarters by email or by hand at:**

Freedom House, Mathenge Road  
Off Nyerere Avenue,  
P.O. Box 41169- 80100,  
Mombasa, Kenya  
info@huria.ngo

Applications should be received by HURIA at least one month before the proposed date of commencement of the requested internship.

\*\*\* Late or incomplete applications will not be considered.

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*With questions please contact:*

Yusuf Lule Mwatsefu,  
Executive Director  
Cell: 0722-235 219  
E-mail: [y.lule@huria.ngo](mailto:y.lule@huria.ngo)

*Or visit the HURIA website to learn more about the organization:*

[www.huria.ngo](http://www.huria.ngo)

# **Conditions Governing the HURIA Internship Program**

1. I accept the internship and responsibilities which have been awarded to me by HURIA in partnership with my University, and I understand the following:
  - a) That HURIA will not pay me for my internship, but will provide funds and compensation for any work or travel done relating to projects at HURIA.
  - b) That HURIA accepts no responsibility for costs arising from accidents and/or illness incurred during my internship. I will provide to HURIA and to my University proof of my enrolment in a health insurance plan, as well as malicious acts insurance coverage.
  - c) That I am not eligible to apply for, or be appointed to, positions at the Professional level.
  - d) That a certificate of internship and completion of academic credit hours will be issued by HURIA in conjunction with my University once the conditions in paragraph 2 below are met.
  
2. I undertake the following obligations with respect to the internship at HURIA:
  - a) To observe all applicable rules, regulations, instructions, procedures and directives of the Organization, particularly those governing safety and security and attendance at the workplace;
  - b) To conduct myself at all times in a manner compatible with my responsibilities as the holder of a HURIA internship.
  - c) To keep confidential any and all unpublished information made known to me during my internship at HURIA and not to publish any reports or papers on the basis of information obtained during the programme, nor discuss with the media, except with the explicit authorization of HURIA.
  - d) To provide my supervisor, the HURIA Program Coordinator, with a copy of all materials prepared during my internship;
  - e) To provide immediate written notice to my supervisor, the HURIA Program Coordinator, in case of illness or other unavoidable circumstance that might prevent me from completing the internship or reporting for work at HURIA.
  - f) To complete the internship evaluation questionnaire at the end of my internship and to submit it to HURIA.
  - g) To return to HURIA on the last day of my internship any equipment made available to me during my internship.

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DATE    NAME OF INTERN    SIGNATURE

This form should be signed in duplicate: 1 original for HURIA; 1 original for the Intern.