



# Applying for a UKESF Internship

## Before You Start

- Check to see if you are **eligible** [HERE](#).
- UKESF Internships include a **single work placement at the end of the academic year**.
- Thoroughly **research the companies** offering internships and **choose up to two**.
- Verify that you meet **any specific requirements** for your selected companies.
- Think about **the type of work offered, the location and the size of company**.

## Getting Started

- Register on the application system using your **University email address**.
- Within the application system, **select one company, complete the application form and submit it**.
- Note you can save an incomplete application and finish it later.
- Once you have submitted your first application, most of **the information will pre-populate onto any subsequent applications**.
- You have the option to **amend your answers before submitting** subsequent applications.
- **Check carefully the 'information about you' section**, if you have mentioned the particular company you are applying to.
- Only your **current Electronics course** should be listed in the 'Undergraduate education' section of the application form.
- If you are currently on a foundation course, list the details (university, course and modules included) in the 'Undergraduate education' section of the applications form.
- If you are currently on an Electronics degree course, but have previously completed a **foundation year, or another degree**, please include details in the 'School/College education' section of the application form. For a foundation year, please indicate the university, modules studied and overall grade obtained.

## Maximising Your Chances of Success

- We recommend you **submit applications to two companies**.
- Consider applying to smaller, less well-known companies.
- **Customise your applications**, to make them specific and relevant to each of the companies you are applying to.
- For **more application advice**, check [HERE](#).
- Before submitting your application, **ask a friend or tutor to read through the 'information about you' section**, and let you know if they think any of the answers should be amended.

## The Application Form

Eligibility for UKESF Internship: used to check that you are eligible, before proceeding with your application. If you have any questions, email [info@ukesf.org](mailto:info@ukesf.org) for clarification before proceeding.

Information Source: used by UKESF for reporting purposes.

Application status: you can use this, to see which sections of the application have been completed, and which are incomplete. You can save an incomplete application and return to it later.

Contact details: please use your University email account, and make sure you check it regularly for any correspondence.

Application details: used to confirm that you have the right to work in the EU, to determine nationality (some companies can only consider British citizens) and any special requirements for interviews. If you are out of the country and only available for skype interviews, please indicate here.

**Note:** some companies will not consider you if you are unavailable to attend an interview in person.

Education: used to check that your qualifications are acceptable. We will also check that your current year of study, the date attended from and graduation date are consistent. i.e. started one year ago, currently in second year of a 3 year course and due to graduate next year.

Sponsoring companies will consider previous qualifications as part of their recruitment process and some companies are looking for students who are currently studying particular modules.

**Note:** for your current course, please list all modules currently being studied. The grade for your current year can be entered as 'unknown'.

Application criteria: this section includes further eligibility checks.

Employment history: sponsoring companies will consider employment history as part of their recruitment process.

Information about you: sponsoring companies will use this section to find out more about you, to distinguish you from other candidates and to consider whether you will be a good fit for their organisation and the specific vacancies they have available.

**Note:** consider tailoring this section, for each company you apply for, to ensure it is relevant.

Additional information: if you have gaps in your education and/or employment history, or have repeated a year, please specify here. Include any other information which you think UKESF and/or the sponsoring company should be aware of. The sponsoring companies may choose to obtain references before or after interviewing you.

Diversity monitoring: this information is not sent to the sponsoring companies, and not taken into account during the application process. It is only used for reporting purposes.