



# Application form

## Internship in Switzerland

**Please send the complete application consisting of**

- **this application form**
- **a letter of motivation**
- **any letter of reference from YFU and/or former employer(s)**

**to Patricia Thoresen ([patricia@yfu.ch](mailto:patricia@yfu.ch)) or fax all documents to +41 31 305 30 61**

**no later than October 30<sup>st</sup> 2007**

### 1. Personal information

First name, Name	
Address	
E-mail address	
Phone	
Mobile	
Skype	
Current occupation	
Birth date	

### 2. Languages

Native language		
English skills	Reading and writing <input type="checkbox"/> excellent <input type="checkbox"/> very good <input type="checkbox"/> ok <input type="checkbox"/> poor / not at all	Speaking and understanding <input type="checkbox"/> excellent <input type="checkbox"/> very good <input type="checkbox"/> ok <input type="checkbox"/> poor / not at all
German skills	Reading and writing <input type="checkbox"/> excellent <input type="checkbox"/> very good <input type="checkbox"/> ok <input type="checkbox"/> poor / not at all	Speaking and understanding <input type="checkbox"/> excellent <input type="checkbox"/> very good <input type="checkbox"/> ok <input type="checkbox"/> poor / not at all
Other languages		

**3. YFU experience (attach/fax any letters of reference you might have)**

Position	from (month/year) until (month/year)	hours per week (on average)	Responsibilities
		h	
		h	
		h	
		h	
		h	
		h	

**4. Experience with office work (attach/fax any letters of reference you might have)**

Employer	from (month/year) until (month/year)	hours per week (on average)	Responsibilities
		h	
		h	
		h	
		h	
		h	
		h	

**5. Computer skills**

Program	Skills			
Microsoft Word	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> ok	<input type="checkbox"/> poor / none at all
Microsoft Excel	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> ok	<input type="checkbox"/> poor / none at all
Microsoft Powerpoint	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> ok	<input type="checkbox"/> poor / none at all
Microsoft Access	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> ok	<input type="checkbox"/> poor / none at all
	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> ok	<input type="checkbox"/> poor / none at all
	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> ok	<input type="checkbox"/> poor / none at all

**6. Additional skills**

Please describe below any additional skills you have that might be beneficial for your work as an intern.

--

**7. Availability**

- I am available for 8 months starting on January 1<sup>st</sup> 2008
- I am available for \_\_\_\_\_ months starting on \_\_\_\_\_

**8. Telephone interview**

- I can be reached on November 8<sup>th</sup> between 2 pm and 6 pm (Swiss time) by calling the following number:                    / Skype:
- I can usually be reached between                    and                    (Swiss time) by calling the following number:

**9. Remarks**

--