CONSERVATION - INLAKS RS PROGRAMME 2024

APPLICATION FOR AN INTERNSHIP ABROAD

ANSWER ALL THE QUESTIONS | PLEASE TYPE | TO BE SAVED AS PDF AND EMAILED

*Note: As you type your answers to the questions, more space will appear as needed. Please adhere to word limits, where specified.*

*Please send your completed application form duly signed in* ***pdf format****. Check the final pdf to make sure everything is formatted and displayed properly. This should be emailed before 31 March 2024 (12.00 noon) to the following address:****Donita@inlaksfoundation.org***

Affix photograph

1. Date of Birth:

2. Full Name: Ms./Mr.

3. Current contact address:

4. Permanent address:

5. Tel. (with STD code) 6. Mobile:

7. Email address:

8. Present occupation:

9. Name and address of organization you are normally based at (if applicable):

10. University Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree obtained** | **Year** | **Subject** | **Institution/University** | **Class/Grade/Percentage** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

11. Academic distinctions, Grants, Scholarships, Prizes awarded:

|  |  |  |  |
| --- | --- | --- | --- |
| **Award** | **Title** | **Year** | **Details** |
|  |  |  |  |
|  |  |  |  |

12. If you have appeared in any other examinations (eg, GRE, TOEFL, etc), please give details below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam** | **Year** | **Subject** | **Score** | **Percentile** | **Validity of score (years)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

13. Describe any of your extracurricular attainments.

14. Work experience / Projects pursued

|  |  |  |
| --- | --- | --- |
| **Organization** | **Date (from, to)** | **Describe what you did** |
|  |  |  |
|  |  |  |
|  |  |  |

15. Reports and publications. Please give the full citations of **up to five** reports or publications that you have written or co-written; and highlight those related to biodiversity conservation.

16. Describe your current occupation and achievements till date. While we would like a broad description of your background and motivation, please make sure you also describe all your activities that are related to biodiversity and conservation. What are your goals for the future? **(Maximum 800 words)**

17. Describe how the training and experience you will gain at the institution you want to attend will better enable you to further biodiversity conservation in India **(Maximum 500 words)**

18. Details of your Internship abroad:

|  |  |
| --- | --- |
| **a. Name of institution that has offered you an internship:** |  |
| **b. Type of institution (Govt. agency / Academic / NGO / Other)** |  |
| **c. Address of the institution:** |  |
| **d. Country:** |  |
| **e. Website:** |  |
| **f. Exact duration of internship in months:** |  |
| **g. Start Date and End Date:** |  |
| **h. Internship fees required (if any):** |  |
| **i. Anticipated monthly living cost at host institution (in US Dollars):** |  |
| **j. Anticipated international travel costs (to and fro):** |  |
| **k. Other sources of funding / fee concession / personal resources / loan, if any:** |  |

19. An intern must carry out his or her activities under the supervision of a person at the host institution. Please give details of the supervisor here.

|  |  |
| --- | --- |
| **Name:** |  |
| **Designation:** |  |
| **Address:** |  |
| **Phone number:** |  |
| **Email address:** |  |

20. Referees.

For your application to be complete, we ask for confidential letters of reference from two people who are able to comment on your background, ability and project for which you are seeking funding. Please give **full contact details of two referees** after you have sought their permission. We will contact them directly. Do not enclose any letters with the application.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Organization** |  |  |
| **Address** |  |  |
| **Email & Phone** |  |  |
| **Website** |  |  |

Please note that we require ONE additional attachment to accompany your Internship Abroad Application. This should be your **letter of acceptance** from your host institution. **Do not enclose any other material at this stage.**

**Privacy Policy for Applicants**

The Foundation is committed to protecting your privacy in the course of your participation in the application and selection process for the RSIFP Internship (“**Internship**”). This Privacy Policy for Applicants (“**Privacy Policy**”) applies to all information and data, including personal data, you share with us or we collect in the course of your application process notwithstanding the outcome of your application. By starting your application, you consent to the data practices described in this Privacy Policy. The primary purpose of collecting and processing your data is to ensure that the selection process is fair and balanced, enabling our selectors and interviewers to choose the best possible candidates.

**Collection of personal data**

If you choose to apply for the Internship, the Inlaks Shivdasani Foundation may collect the following information and personal data from and about you from your application and your referees or recommenders or in the course of any independent background check or due diligence process, which you consent to by participating in the application process:

Biographical information, which may include:

- Name and contact details

- Education and employment history (including standardized test scores)

- Scans of identification and nationality / residency documents (e.g., passport, birth certificate)

Personal data (including gender, nationality, birthplace, residency timeline), which may also include:

- Your personal statement/essay

- Photograph

- References and recommendations (including referee contact details)

- Academic distinctions, prizes, awards, grants and scholarships obtained by you, as well as your extra-curricular achievements and attainments

- letter of acceptance from your host institution including expenses

Sensitive personal data, which may include:

- while we do not generally seek to obtain sensitive data, they may sometimes be inferred from other data we hold, for example, your relationships, health, job titles, support of specific causes, or interests.

**Purpose and nature of use**

We will use your personal data for the following purposes:

- to enable us to process your application and to conduct the selection and interview process to determine your eligibility and appropriateness for grant of the RSIFP Internship in the context of a competitive field of applicants

- to contact you, if necessary, during the application and selection processes

- to obtain feedback from your nominated referees

- to grant the Internships and support lnterns

- to compile application statistics

- to support our outreach efforts

**Processing and sharing**

Your application data is primarily held in our application system. The selectors, interviewers and administrators shall have access to your applications. They will access that data via the application system and may download it locally and print hard copies to support the selection processes.

Third parties will only process your personal data on our instructions and where they have agreed to treat your data confidentially and to keep it secure. We only permit them to process your personal data for specified purposes. We do not allow our third-party service providers to use your personal data for their own purposes nor to keep your data after the processing is complete. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. Whenever your information is shared, we will always seek to share the minimum amount of information necessary to fulfil the purpose.

We will only process your personal data where the law allows us to do so. For the purposes of your application, we rely on your consent, as given by the clear and affirmative action of you commencing your application. By submitting your personal information, you represent that such information is true, accurate and current in all respects and you are giving your unconditional consent to collection, storage and use of your personal information as set forth in this Privacy Policy. You are responsible to inform us forthwith in case of any change in the information provided.

Where you have consented to the processing, you can withdraw your consent at any time by emailing us at the addresses provided below in this Privacy Policy. In this event, we will stop the processing as soon as we can. If you choose to withdraw consent it will not invalidate past processing. **Please note if you do not supply the information required in your application form or if you ask us to stop processing your data, we may not be able to assess your application and may have to reject it.**  We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of applicable law. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

We will only process your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law. We also reserve the right to communicate the personal data shared with us to third-parties pursuant to a legally-compliant request.

**Data security**

We take the security of your data very seriously and we have appropriate security measures in place to prevent your personal data from being accidentally lost or misused. Access to your personal data is limited to those employees, contractors, volunteers and other third parties who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

**Data retention**

The data contained within your application will be retained by the Inlaks Shivdasani Foundation for a period of three (3) years after the end of the application round in which the application was created. Following three (3) years, the data will be permanently deleted with only non-identifying summary statistics and aggregated data remaining. For successful Internship applications, the applications will be retained by the Inlaks Shivdasani Foundation, digitally and physically, indefinitely.

**Revisions and amendments**

This Privacy Policy may be updated to reflect changes in law or technology or in our practices regarding collection, processing and use of personal data. Please check this page regularly to keep abreast of any updates to the Privacy Policy and to be informed of its latest version.

**Contact information**

If you have any questions about this privacy notice or about your personal data, or if you want to provide updates to your data or exercise any of your rights as outlined above, please email us at info@inlaksfoundation.org

I accept the above

*Please print out the completed form, then sign and date it*

Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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End of Internship Abroad Application Form

***Have you completed all items (1-20) in the form, pasted in your photograph, scanned, PDF and emailed the completed form along with the letter of acceptance by the deadline of 31 March 2024 (afternoon)***