

## Guidance on applying for internships 2010

### ***The form***

The website displays both a Word and a PDF version of the application form. You can complete the forms electronically, and send applications as an attachment by email to [training@icon.org.uk](mailto:training@icon.org.uk); or fill the form in by hand, scan it and also send it via email as an attachment. Alternatively, you may send a hard copy by post. Please make sure your application is sent in good time and bear in mind that all hard copies will be scanned and saved as PDFs. Proof of postage will not be used as evidence of receipt by the deadline.

If you are applying for more than one internship, please use separate forms. Think carefully before you apply for multiple internships in one round - hosts are made aware of the other applications you might have made. Most are looking for a candidate who demonstrates clear interest in one discipline and in the host workshop concerned; they may assume you are not committed if you apply for places outside their broader discipline area.

### ***Overseas applicants***

The HLF scheme exists to support applicants who are committed to working and living in the UK. If you are not from the UK but still willing to fulfil these criteria, you must provide evidence and state clearly that you are willing and able to stay in the UK long-term. This is not as important for non-HLF funded internships, but it helps to mention if you have residence status

### ***Hints on the content of your application:***

1. Small “job descriptions” for each placement are made available on the website – these contain important information about the internships. Read these and the advert carefully and make sure you have understood what is required; only provide what is asked for in the form.
2. The statement is a key aspect of your applications. Reflect on and write about:
  - a. Why you are interested in the particular placement you are applying for?
  - b. What have you found out about conservation, the HLF scheme (where relevant), the host placement and the subject matter?
  - c. How will this internship fit into your career plans? What uses do you intend to make of it?
3. The most basic proof that you are interested in conservation in the UK is the fact that you are a member of Icon. Have you joined?
4. Tailor your application carefully to the placement you are applying for. Keep your application specific and to the point, avoid generalisations about the attractions of history and heritage.
5. Icon and HLF want to know about you, and about how best you would make use of this opportunity. There is not much space to sell yourself, so use it well and fill in as much as you can.