

Print Name

Statement of Interest

Write a Statement of Interest that describes your objectives and motivations in seeking an internship with the U.S. Mission. Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Intern Program and/or Office to which you would like to be assigned.

Be sure to indicate if YOU will be a continuing student immediately upon completion of your internship.
If this is not indicated, your application will not be considered.

UNITED STATES DEPARTMENT OF STATE
GRATUITOUS SERVICE AGREEMENT

[This form should be maintained in Intern's OPF]

Title 5 Section 3111 of the United States Code authorizes federal agencies to establish programs designed to provide educationally related work assignments for students on a nonpayment basis. You will be hired under such a program. According to the law, we may only accept your gratuitous service if the service: (1) is performed by a student, with permission of the institution at which the student is enrolled; (2) is uncompensated; and (3) will not displace any employee.

As a student participating under this program you will not be considered to be a federal employee for any purposes other than injury compensation or laws related to the Tort Claims Act. Your service is not creditable for leave accrual or any other employee benefits.

This arrangement is subject to termination at any time at the discretion of the Mission. Please sign below acknowledging that you understand the terms under which you will be hired.

Signature _____

Date _____

I understand the terms under which I am being hired, including, without limitation, that I will not be compensated for the services that I provide.

Signature of Intern _____



U.S. EMBASSY YEREVAN, ARMENIA
APPLICATION FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM

POSITION

1. Position Title	2. Vacancy Announcement Number
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PERSONAL INFORMATION

3. Last Name(s) / Surnames	First Name	Middle Name
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4. Date of Birth (<i>mm-dd-yyyy</i>)	5. Place of Birth
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6. Current Address	7. Phone Numbers Day _____ Evening _____ Cell _____
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8. E-mail Address

9. Your current citizenship: _____

10. Do you have any claim to U.S. Citizenship? Yes No

11. If hired, are there accommodations the Mission needs to provide so that you can perform all the essential functions and duties of the position? Yes No If yes, please explain

12. What days are you available to work?
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

13. Do any of your relatives that work for the U.S. Mission in Armenia?
If yes, provide the details below. Yes No

Name	Relationship	Agency, Position, and Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

UNIVERSITY/SCHOOL/DUCATIONAL INSTITUTION

For each institution you have attended, provide the following information in the space below.

14. Name and full address of current institution:

Dates attended (Month/Year) _____ Diploma/Degree/Certificate: _____

Date received: _____ Major field of study: _____

15. Name, title and telephone number of instructor:

CONTINUATION: ADDITIONAL INFORMATION (if applicable)

16. Name and full address of current institution:

Dates attended (Month/Year) _____ Diploma/Degree/Certificate: _____

Date received: _____ Major fields of study: _____

17. Name, title and telephone of instructor:

18. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators

Level I = Basic Knowledge

Level IV = Fluent

Level II = Limited Knowledge

Level V = Professional Translator / Interpreter

Level III = Good Working Knowledge

Language

Speak Read Write

WORK EXPERIENCE

Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments.

19. Job Title:

From _____ To _____
(mm-dd-yyyy) (mm-dd-yyyy)

Salary in Local Currency (if any)

Hours Per Week

Employer's Name and Address

Supervisor's Name and Contact Information

Name _____

Phone Number _____

E-mail Address _____

May HR contact your current supervisor?

Yes

No

Describe your major duties/responsibilities and accomplishments.

Reason(s) for leaving

20. Job Title:

From _____ To _____
(mm-dd-yyyy) (mm-dd-yyyy)

Salary in Local Currency (if any)

Hours Per Week

Employer's Name and Address

Supervisor's Name and Contact Information

Name _____

Phone Number _____

E-mail Address _____

Describe your major duties/responsibilities and accomplishments.

Reason(s) for leaving *(Do not write "N/A" or applicable)*

REFERENCES

21. List three personal references who are not relatives or former supervisors who have knowledge of your work performance. HR will obtain your permission before contacting any references.

Name	Address	Telephone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE AND CERTIFICATION

27. I understand that any information I give may be investigated and that a false statement may be grounds for non consideration or dismissal of my participation in the Intern Program, if I am selected. I understand that, if I am provisionally selected, an Embassy-required security certification is a prerequisite. I understand that, if I am provisionally selected, an Embassy-required medical examination and medical certification is a prerequisite. I consent to the release of information about my ability and fitness for the Intern Program by employers, schools, law enforcement agencies and other individuals and organizations to Embassy-authorized investigators and personnel. I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

Signature _____ Date (mm-dd-yyyy) _____

CONTINUATION SHEET – WORK EXPERIENCE

25. Job Title::

From _____ To _____
(mm-dd-yyyy) (mm-dd-yyyy)

Salary in Local Currency (if any)

Hours Per Week

Employer's Name and Address

Supervisor's Name and Contact Information

Name _____

Phone Number _____

E-mail Address _____

Describe your major duties/responsibilities and accomplishments.

Reason(s) for leaving *(Do not write "N/A" or applicable)***CONTINUATION SHEET – WORK EXPERIENCE**

25. Job Title::

From _____ To _____
(mm-dd-yyyy) (mm-dd-yyyy)

Salary in Local Currency (if any)

Hours Per Week

Employer's Name and Address

Supervisor's Name and Contact Information

Name _____

Phone Number _____

E-mail Address _____

Describe your major duties/responsibilities and accomplishments.

Reason(s) for leaving *(Do not write "N/A" or applicable)*