**SUMMARY APPLICATION FORM**

**INTERNSHIPS AT THE PERMANENT BUREAU**

***Summary application***

*This summary application form, including all the requested documentation, should be submitted by e-mail to**internships@hcch.nl**.*

|  |  |
| --- | --- |
| Title (Mr, Ms, Dr…): | Please insert text here |
| Family name(s): | Please insert text here |
| First/middle name: | Please insert text here |
| Address: | Please insert text here |
| Telephone number: | Please insert text here |
| E-mail address: | Please insert text here |
| Nationality(ies): | Please insert text here |
| **STUDIES**  | I am currently enrolled or have completed[ ]  Bachelor’s degree Please insert the name of the University hereCompleted or expected in: Please insert year[ ]  LL.M.Please insert the name of the University hereCompleted or expected in: Please insert year[ ]  Juris DoctorPlease insert the name of the University hereCompleted or expected in: Please insert year[ ]  PhD/Doctor of LawsPlease insert the name of the University hereCompleted or expected in: Please insert year |
| Have you already completed a Private International Law course? | [ ]  Yes Please insert any comments [ ]  No Please insert any comments  |
| **RELEVANT PROFESSIONAL EXPERIENCE** *Internships may also be included*Number of years of **legal** **work experience** (total) and nature of the work: | Please insert the number of years and a very brief description of the nature of the tasks you have completed |
| **DURATION OF THE INTERNSHIP AT THE PERMANENT BUREAU:***As a general rule, the duration of an internship is three to six months.*Preferred duration:Preferred start date:Any alternative dates? | Please insert text herePlease insert text herePlease insert text here |
| **INTEREST IN HAGUE CONVENTIONS:***You may select more than on option*1. Family / Child Protection Hague Conventions and legislative projects:
 | I have a preference to work in this area:[ ]  Yes [ ]  NoIf yes, I am particularly interested in: [ ]  Abduction [ ]  Adoption [ ]  Child Protection [ ]  Maintenance [ ]  Protection of Adults [ ]  Family agreements[ ]  Parentage/Surrogacy [ ]  Protection orders[ ]  Wills [ ]  Divorce |
| 1. Legal Co-operation and Litigation Hague Conventions and legislative projects:
 | I have a preference to work in this area:[ ]  Yes [ ]  NoIf yes, I am particularly interested in: [ ]  Apostille [ ]  Service [ ]  Evidence [ ]  Access to Justice [ ]  Choice of Court[ ]  Judgments project[ ]  Protection of tourists  |
| 1. Commercial Hague Conventions and other legislative projects:
 | I have a preference to work in this area:[ ]  Yes [ ]  NoIf yes, I am particularly interested in: [ ]  Trusts [ ]  Securities [ ]  Choice of law in international contracts |
| 1. HCCH promotional activities / good governance
 | Please insert here |
| 1. Other
 | Please insert here |
| **LANGUAGES**  |  |
| English:  | [ ]  Yes, native [ ]  Yes, but non-native [ ]  NoIf non-native, please state your level\* |
| French:  | [ ]  Yes, native [ ]  Yes, but non-native [ ]  NoIf non-native, please state your level\* |
| Other languages 1:  | Please insert here the language[ ]  Yes, native [ ]  Yes, but non-native [ ]  NoIf non-native, please state your level\* |
| Other languages 2:  | Please insert here the language[ ]  Yes, native [ ]  Yes, but non-native [ ]  NoIf non-native, please state your level\* |
| **OTHER COMMENTS:** | Please insert here |
| I have **attached** to my application: | 1. A *curriculum vitae*

[ ]  Yes [ ]  No1. A letter of motivation

[ ]  Yes [ ]  No1. A transcript of academic records –

[ ]  Yes [ ]  No1. A writing sample (an excerpt of any of your academic writings in English or French) –

 [ ]  Yes [ ]  No1. One (or more) letters of recommendation –

 [ ]  Yes [ ]  No**Please note that only applications with all the above documentation will be considered** |

 *\***When stating your level,* ***please refer, to the extent possible, to the levels used in the Common European Framework of Reference for Languages*** *elaborated by the Council of Europe.**You may wish to use the self-assessment grid available* [*here*](https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf)*.*