

Internship Application Checklist

I confirm that I have enclosed the below documentation along with my application form:

- Copies of certificates or transcript evidencing high school passes, degrees, diplomas, etc.
- Proof of Rights to Work in the Cayman Islands (e.g. status certificate, status acknowledgement letter, etc.)
- Proof of insurance (letter from insurance provider)
- Copy of passport
- Copy of CV (recently updated version)
- Completed personal statement

Internship Application

Application Date: _____/_____/_____

Applicant Details

Contact Information			
Full Name			
E-mail address(es)			
Phone number(s)			
Mailing Address			
General Information			
Date of Birth (DD/MM/YYYY)			
Place of Birth (Country)			
Nationality/Citizenship			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to disclose <input type="checkbox"/>
Previous Applications			
Have you applied for a Maples Group internship placement before?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date of prior internship application	Year (MM/YYYY)		
Are you currently a Maples Group scholarship recipient?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
How did you hear about our internship programme?			
Social Media <input type="checkbox"/>	Radio <input type="checkbox"/>	Newspaper <input type="checkbox"/>	
Google Search <input type="checkbox"/>	Website <input type="checkbox"/>	Friend/Family <input type="checkbox"/>	
In-school Session <input type="checkbox"/>	Career Fair <input type="checkbox"/>	School Counsellor <input type="checkbox"/>	
Other (if other, please list)			
Available Dates			
First preference	(DD/MM/YYYY) - (DD/MM/YYYY)		
Second preference (if applicable)	(DD/MM/YYYY) - (DD/MM/YYYY)		
Third preference (if applicable)	(DD/MM/YYYY) - (DD/MM/YYYY)		
Department of Interest			
First preference	<i>select</i>		
Second preference	<i>select</i>		
Third preference	<i>select</i>		
Other / no preference	<input type="checkbox"/>		

Areas of Interest*This will help us match you with the right practice group or department. Select all that apply.*

<input type="checkbox"/> Analysing information and creating reports / proposals	<input type="checkbox"/> Collaborating & communicating with colleagues	<input type="checkbox"/> Designing computer systems / software
<input type="checkbox"/> Drafting & writing communications	<input type="checkbox"/> Graphic design & creative work	<input type="checkbox"/> Leading teams & resolving conflicts
<input type="checkbox"/> Maintaining IT equipment/infrastructure	<input type="checkbox"/> Managing / maintaining facilities	<input type="checkbox"/> Organising documents / information
<input type="checkbox"/> Problem solving	<input type="checkbox"/> Public speaking / giving presentations	<input type="checkbox"/> Researching & developing new ideas
<input type="checkbox"/> Scheduling & prioritisation	<input type="checkbox"/> Taking responsibility & working independently	<input type="checkbox"/> Working with data / figures
Other (if other, please list)		

Educational Record

Name of Institution	Subject(s)/Course(s)/Degree(s)/Certificate(s)	Year	Grade(s)/Honours

Employment History

Name of Employer	Job Title/Role	Period of Employment

References (Set out below two referees, one of whom must be a school teacher or university tutor)

Name	E-mail Address and Phone Number
1)	
2)	

Personal Statement

Using the space below, please write a personal statement explaining why you have chosen to pursue a Maples Group summer internship and what you hope to achieve by participating in the programme. What do you anticipate learning in this programme and how will this internship benefit future career opportunities? This should be a maximum of 500 words.

Additional Information

Using the space below, please include any additional information we should know when considering your application.

Declaration by Applicant

I declare the statements contained in this application are true and complete to the best of my belief. If awarded an internship placement I undertake to observe and comply with the conditions of the programme.

Signature: _____

Date: _____