**University of York & Santander Universities SME Internship Programme**

**2023-2024 Expression of Interest Form**

Santander will contribute up to 50% of the total cost of an intern project
up to a maximum of £750 per organisation.
Projects can range in duration from 4-12 weeks and can be completed part time
or full time during holiday periods.

Before any funding is allocated, the cost of aninternship is **£13.50ph**, inclusive of the student’s wage (£12 in line with the real living wage) and employer on costs (£1.50ph, inclusive of holiday pay, apprenticeship levy and NI).

**Please complete all the information** in each section and return to careers-placements@york.ac.uk

**Section A: Your Details**

|  |  |
| --- | --- |
| **Your Name:** |  |
| **Organisation Name:** |   |
| **Organisation address including postcode:** |  |
| **Contact details** (telephone & email)**:** |  |
| **Is your business or organisation a registered charity or start-up (trading for less than two years)? Please provide brief details."** |  |
| **Turnover** (must be less than £50 million): | £ |
| **Number of employees** (must be less than 250): |  |
| **I confirm that the business is registered and based in the UK** (please add yes the box to the right)  |  |
| **Name and contact details of internship supervisor**(if different to above): |  |
| **Proposed title of internship** (e.g. Research Assistant) |  |
| **Proposed start date of the internship** (please allow at least 6 weeks from the date of EOI submission to allow for advertising and interviewing):  |  |
| **Proposed duration and weekly hours.** *(limited to a max of 20 hours per week during term* [*http://www.york.ac.uk/about/term-dates/*](http://www.york.ac.uk/about/term-dates/)*.)* |  |
| **Do you have employers and public liability insurance in place?** | Yes/No |
| **Proposed work format** (e.g. hybrid, remote, in person) |  |

**Section B – The Project**

Projects should be a defined piece of work that is challenging and rewarding for the intern.

|  |
| --- |
| Please provide a **description of your organisation** and some **context about the need for this project** |
|  |

|  |
| --- |
| **Please provide a short description of the project**: Include any essential background information, intended project outputs and expected tasks and duties you would expect the intern to undertake |
|  |

|  |
| --- |
| Please provide a brief outline of the desired **skills, abilities and behaviours required** from the intern. *No more than 6 bullet points please* |
|  |

|  |
| --- |
| Please provide a brief overview of what you believe the student will gain from the internship and from working within your organisation |
|  |

*Thank you for engaging with York Internships*