****

**York Internships: Employer Expression of Interest Form**

The cost of a **business internship 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).

|  |  |
| --- | --- |
| Business/organisation name: |  |
| Business/organisation address and postcode: |   |
| Name, job title & contact details (email and telephone) of proposed internship supervisor: |   |
| Name and contact details (email and telephone) of administrator to be copied in to contracts and who will process internship invoice if different to above: |   |
| Proposed internship role title: *e.g Marketing Assistant* |   |
| Proposed duration and start date of the internship: *(12 weeks in total max - please allow at least 6 weeks from the date of EOI submission to account for advertising/interviewing)* |   |
| Proposed location*e.g. In person, remote, hybrid* |  |
| Proposed 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/)*.)***Please also state if the hours each week can be flexible or if they are fixed.** |   |
| Do you have employers and public liability insurance in place? | Yes/No |

|  |
| --- |
| **Please provide a brief description of your company and also some context as to the need for this project.** |
|  |
| **Please provide a description of your project.** Please include any essential background information about the project, intended project outputs and expected tasks/duties to be undertaken by the intern. |
|  |
| **Please provide a brief outline of the skills /abilities/ experience / behaviours required from the intern.** *No more than 6 bullet points for essential skills required please* |
|  |
| **Please provide a brief overview of what you expect the intern will gain from the internship, and from working within your organisation.** |
|   |

*Thank you for engaging with York Internships.*

**Please return to** [**careers-placements@york.ac.uk**](http://careers-placements@york.ac.uk)**.**

**Link to:** [**Further information about York Internships, and advice about what we consider to be an internship**](https://www.york.ac.uk/about/departments/support-and-admin/careers/employers/internships/)