****

**York Internships: 2024-2025 Employer Expression of Interest Form**

The current cost of a **business internship is £16.12ph**, inclusive of the student’s wage (£12.60 in line with the real living wage) and employer on costs (£3.52ph, 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**

|  |  |
| --- | --- |
| **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 into contracts and who will process internship invoice (if different to above) |   |
| **Proposed internship role title** *e.g. Outreach and Marketing Assistant* |   |
| **Proposed duration and start date of the internship:** *(12 weeks max - please allow at least 6 weeks from the date of EOI submission to account for advertising/interviewing)* |   |
| **Proposed work format/location***e.g. In person, remote, hybrid* |  |
| **Proposed weekly hours***(limited to a max of 20 hours per week during semester* [*Semester dates - About the University, University of York*](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 |
| **I confirm that I have registered on Handshake as an employer *(required)***[***Sign up as an Employer | Handshake***](https://app.joinhandshake.co.uk/employer_registrations/new) | Yes/No |
| **How did you hear about York Internships?** |  |

**Section B – The Project** *(projects should be a defined piece of work that is challenging and rewarding for the intern)*

|  |
| --- |
| **Please provide a brief description of your company and some context on the need for this project** |
|  |
| **Please provide a description of your project** (*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** *(please provide 6 bullet points for essential skills required and up to 2 desirable skills)* |
| *
 |
| **Please provide a brief overview of what you expect the intern will gain from the internship and from working within your organisation** |
|   |

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

*Thank you for engaging with York Internships*