 **Black Sea Trade and Development Bank**

**Internship Application Form**

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| **You are applying for the internship opening for:** Choose an item. | | | | | | | | | | | | | | | | | | | | | | |
| **Please indicate the period of your availability:**  In order for your application to be considered **valid**, please:   * Complete the Internship Application Form in full in ENGLISH. * Provide an answer to each question, if a question is not applicable to you, put N/A.. | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Personal Information** | | | | | | | | | | | | | | | | | | | | | | |
| First Name | | | Last Name | | | | | | Date of Birth | | | Gender | | | | | Nationality (list all nationalities) | | | | | |
|  | | |  | | | | | |  | | | Choose an item. | | | | |  | | | | | |
| 1. **Present Address** | | | | | | | | | | | | | | | | | | | | | | |
| Street | | | | | No | | | | Postal Code | | | | | | | City | | | Country | | | |
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| 1. **Permanent Address** (if different from above) | | | | | | | | | | | | | | | | | | | | | | |
| Street | | | | | No | | | | Postal Code | | | | | | City | | | | Country | | | |
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| 1. **Communication Data** | | | | | | | | | | | | | | | | | | | | | | |
| E-mail(s) | | | | | | | | Home Telephone No | | | | | | | | | | Mobile Telephone No | | | Preferred Contact No | |
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| 1. **Emergency Contact** | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | Relationship | | | | | | E-mail (s) | | | | | | | | Private Telephone No | | | Mobile Telephone No | |
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| 1. **University Studies** | | | | | | | | | | | | | | | | | | | | | | |
| Educational Institution/City/  Country | | Start Date (DD/MM/YY) | | | | | Expected date of graduation/End Date (DD/MM/YY) | | | | Type of university studies *(bachelor, master, doctorate etc.)* | | | | | | | Exact Title of Diploma(s)/ Certificate(s) obtained or to be obtained | | | | Main Field(s)/Subjects Education |
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| 1. **Other Education/Training received** | | | | | | | | | | | | | | | | | | | | | | |
| Name of Institution/City/  Country | | | | | | Diplomas or Certificates obtained | | | | | | | | From – To  or Date of Award of Diploma (DD/MM/YY) | | | | | | Main Subjects/occupational skills covered | | |
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| 1. **List any awards and/or honors you have received** | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Relevant Publications (if applicable)** | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Extra-curricular activities** (List any organizations, clubs, and/or volunteer work in which you are involved. Please mention the activity, Organization name, dates, description of duties) | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Language Skills** | | | | | | | | | | | | | | | | | | | | | | |
| **Mother Tongue(s)** |  | | | | | | | | | | | | | | | | | | | | | |
| **Other Language(s)** | | | | | |  | | | | | | | | | | | | | | | | |
| **Language** | | | | | | ***Writing*** | | | | | | | ***Reading*** | | | | | | | ***Speaking*** | | |
|  | | | | | | Choose an item. | | | | | | | Choose an item. | | | | | | | Choose an item. | | |
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| 1. **Computer Skills** | | | | | | | | | | | | | | | | | | | | | | |
| Software Package | | | | | | | | | | | | | Level of Expertise | | | | | | | | | |
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| 1. **Previous Internships or Employment** (if applicable. Add blocks if necessary). | | | | | | | | | | | | | | | | | | | | | | |
| **Institution/Employer** (Name/Address/  Telephone/E-mail) | | | | | |  | | | | | | | | | | | | | | | | |
| Dates (From/To) | | | | | |  | | | | | | | | | | | | | | | | |
| Nature of assignment | | | | | |  | | | | | | | | | | | | | | | | |
| Type of Organization | | | | | |  | | | | | | | | | | | | | | | | |
| *Main activities/responsibilities (up to a max of 250 words)* | | | | | | | | | | | | | | | | | | | | | | |
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| **Institution/Employer** (Name/Address/  Telephone/E-mail) | | | | | |  | | | | | | | | | | | | | | | | |
| Dates (From/To) | | | | | |  | | | | | | | | | | | | | | | | |
| Nature of assignment | | | | | |  | | | | | | | | | | | | | | | | |
| Type of Organization | | | | | |  | | | | | | | | | | | | | | | | |
| *Main activities/responsibilities (up to a max of 250 words)* | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Additional Information** | | | | | | | | | | | | | | | | | | | | | | |
| 1. How did you find about BSTDB’s Internship Program? | | | | | | | | | | | | | | | | | | | | | | |
| 1. Have you any close relatives\* who are officials\*\* or staff members of the BSTDB? No   Yes  Please specify name and relationship: | | | | | | | | | | | | | | | | | | | | | | |
| 1. Please list names of any staff members of BSTDB with whom you are personally acquainted: | | | | | | | | | | | | | | | | | | | | | | |
| 1. Have you been an intern at the BSTDB: Yes  No | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Motivation Letter**: | | | | | | | | | | | | | | | | | | | | | | |
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| The Bank shall process your personal data provided herein for the purpose of assessing your internship application, in accordance with its Policy on the Protection of Personal Data (<https://www.bstdb.org/Protection_of_Personal_Data_Policy.pdf>). Your personal data will be retained in the Bank’s database for two calendar years and may be considered for similar internship openings.  In case you have a query regarding the protection of your personal data, or in case you wish to exercise your rights as Data Subject, please contact BSTDB’s Data Protection Officer, at [dpo@bstdb.org](mailto:dpo@bstdb.org) .  **In submitting this application, I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. It is understood that any misrepresentation by me in this Application Form may serve as a sufficient ground for the cancellation of this application and/or internship.**  **I am aware that I might be requested to supply supporting documents in support of the statements I made for this application**.  **Name: Date:** | | | | | | | | | | | | | | | | | | | | | | |

**\*Close Relatives:** Spouse, domestic partner, father, mother, step-mother/father, sister, brother, step-sister/brother, son, daughter, step-children, aunt, uncle, niece, nephew, cousin (child of an aunt or uncle), parents-in-law, sister/brother in-law or daughter/son in-law, grand-/mother/father, grand- /son/ daughter.

\*\***BSTDB’s Official:** The President, the Vice Presidents and the Secretary General.