



The Voluntary Work Fund

For students on work placements or internships

Application Form 2011

Please type or print clearly and answer all questions completely in consultation with host institution. Attach your personal statement (see question 8).

Section One: (to be completed by student)

1 Name and AAH membership number:

Last name _____

First name _____

AAH membership number _____

2 Contact details:

Current phone number _____

Email address _____

Permanent address _____

Education

3 University or institution at which you are currently enrolled:

University/institution name _____

Level of study and major area of study _____

4 Name, office address, phone number and email address of department head, principal advisor, or year co-ordinator:

5 Major research or projects undertaken and any previous work experience:

6 Referee – person with whom you have studied or worked, who is willing to serve as a referee and has been asked to send a letter of recommendation:

Name and position _____

Postal address, phone number and email address _____

Voluntary work placement/ internship

7 The institution and department that have offered a provisional work placement/ internship

Name of institution _____

Department _____

Address of institution _____

8 Please attach a 500 - 1000 word personal statement detailing how the intended work placement/ internship is relevant to your academic or professional aims. (This is an important criteria for the panel's decision.)

9 When will the intended work placement/ internships take place? (Give starting and finishing dates and specify how many days per week you will be working.) Placement/ internships must start after 1 June.

Meals and travel

10 Does your host institution offer to reimburse travel and lunch expenses or other expenses, and to what value?

Amount requested

11 Please provide a detailed breakdown of your anticipated expenses – attach a separate sheet if necessary. (see *Guidelines 3.5* for eligibility of expenses).

Daily travel

Accommodation and food

Other

TOTAL _____

Please remember to retain all receipts or proof of expenses paid

Signed _____

Date _____

APPLICATION DEADLINE 31st May 2011

