Internship, Rule of Law Division

APPLICATION FOR EMPLOYMENT - SECRETARIAT HEADQUARTERS

Attached is the job description of the role and general information on the unit. The educational qualifications, experience and competencies required for the post can be found in the person specification. A summary of the terms and conditions for this post is also attached.

- You must be a **national of a Commonwealth country** and have the right to live and work in the United Kingdom. You will be required to provide evidence of this, if you are shortlisted for the post.

- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.

- All appointments are subject to **satisfactory references.** You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.

- You would be required to produce evidence of any educational and professional qualifications to support your application, on the day of your interview.

- Salary on appointment is **£250** per week gross

If you wish to be considered for this post, please submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post.

Applications should be made via our online application system at www.thecommonwealth.org/jobs

Your application should be received no later than **Monday 14 September 2015, at 17:00 BST.**

Thank you for your interest.

The Recruitment Team
Commonwealth Secretariat
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