**Internship application**

Thank you for your interest in undertaking an internship at the National Museum of Australia in Canberra. Please complete this application form and email it to [recruitment@nma.gov.au](mailto:recruitment@nma.gov.au)

**Personal information**

Name:

Address:

Phone:

Email address (mandatory):

Educational qualifications:

Citizenship/residency status:

Academic results:

Please provide an up-to-date university transcript of results showing subjects undertaken and grades achieved. An unofficial transcript is acceptable.

**Tertiary students**

Internships are only available to tertiary students requiring the placement as a compulsory component of their studies.

Is the internship or student placement a requirement of your studies? If so, provide details. Applicants must obtain a recommendation and endorsement from their course convener.

**Area of interest**

Where are you interested in a placement at the National Museum?

□ Curatorial □ Exhibitions □ Public Programs □ Visitor Services

□ Conservation □ Library □ Registration □ Other (please detail)

□ Education □ Marketing □ Research

**Statement of purpose**

Outline your reasons for applying for an internship at the National Museum of Australia, including relevance to current study if applicable (max 200 words).

**Timing**

|  |  |
| --- | --- |
| Requested placement start date | Requested placement end date |
| Are the dates requested negotiable?  □ Yes □ No | Hours per week: |

**Important information**

Preference is given to students with high academic achievement. Please note that we are unable to assist directly or financially with accommodation, living or travel costs or visa arrangements.

The National Museum of Australia is an agency of the Australian Government and interns are required to uphold the [Australian Public Service Values and Code of Conduct](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/aps-values/aps-values-employment-principles-and-code-conduct) (see [https://www.apsc.gov.au/working-aps/aps-employees-and-managers/aps-values/aps-values-employment-principles-and-code-conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.apsc.gov.au%2Fworking-aps%2Faps-employees-and-managers%2Faps-values%2Faps-values-employment-principles-and-code-conduct&data=05%7C01%7CRecruitment%40nma.gov.au%7Ca2e6d0662c5748167b3c08dab62c3bbe%7Cf15323afe78d4656b804aeef7973599a%7C0%7C0%7C638022598349767735%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Ym08EenN8guEub8PEs61qiSebwp78hChcE%2FOLQ4yZnk%3D&reserved=0)) while on placement at the Museum.

Applications should be received at least 20 business days prior to the requested dates of the placement, or earlier if possible. This ensures your best prospect for a placement.

The Museum will advise you if a placement is available, within a few weeks of submitting your application. Unfortunately, we may not be able to offer placements to all students who apply.

**Insurance**

Students must be covered by their educational institution’s personal accident insurance and public liability insurance. Once a placement is confirmed, students will need to provide a copy of this cover to the Museum before the placement can begin.

**Screening**

A national police history check is required before any intern commences at the Museum. Australian citizenship and a checkable background (five years or more residence in Australia) are prerequisites for placement with the Museum and access to Commonwealth resources.

In exceptional circumstances, the Museum can decide that the checkable background requirements are not required or can be waived, for example, when interns are from overseas. In considering a waiver, the following must be provided:

• certified true copies of passport, visa, and other form of identity eg driver’s licence

• certified true copy of a police clearance from the country of origin

• conduct report from at least two referees to establish identity and suitability.

The Museum has obligations under the Commonwealth Protective Security Policy Framework to ensure the suitability of people accessing Commonwealth resources. Where an applicant does not have a checkable background in Australia, the Museum may undertake other screening to determine suitability. This may occur in addition to the police check provided by the applicant.

**Privacy**

The Museum takes privacy very seriously. The personal information that we collect and hold about you will only be used for administering your application for an internship with the Museum.

We will not be able to process your application for an internship if we do not collect this information.

We will not otherwise disclose your personal information to anyone unless you consent, or we are required or authorised by law (including the *Privacy Act 1988*) to do so.

The Museum’s [privacy policy](http://www.nma.gov.au/privacy) explains how you may access or seek correction of your personal information and how we will deal with privacy complaints.