

Internship Host Expression of Interest Form – May and June Cohorts 2021

*The LJMU internships programme enables students to develop valuable work experience. We seek local internship hosts who can offer a supportive and structured environment to enable our students to grow their confidence and workplace skills. LJMU pays the full cost of wages for the project.*

Please complete this expression of interest and return via email to internships@ljmu.ac.uk by Friday 7th May 2021 at 12 noon. This is a first come, first served process and we have a limited number of opportunities.

**Please note that companies that have had an intern in the past 2 years or companies that are owned by LJMU staff are not eligible**

**Process**

* We will review the project and the eligibility of your company – we may get in touch for further details.
* LJMU Unitemps branch will support candidate selection.
* You will be contacted with candidate details and you must agree a date and time for the project interviews with Unitemps.
* You will host the interviews and select the best candidate for the role.
* Unitemps will process timesheets and payments to the students.
* We expect that all interns will work remotely, so if there is any mandatory equipment that the student needs to have as part of this process, please include details
* Please include a copy of your Employer’s Liability Insurance or its equivalent
* This form provide the basis for the internship advert so please specify the aims and objectives so that we can secure the best candidates.

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| **Name of Business** | Click or tap here to enter text. |
| **Address and postcode of business** | Click or tap here to enter text. |
| **Companies House Number** | Click or tap here to enter text. | **Number of Employees**  | Click or tap here to enter text. |
| **Structure of Business** | Sole trader [ ] Partnership [ ] Ltd company [ ] Socially trading company / CIC [ ] Charity [ ] School [ ] Public sector organisation [ ] Other [ ]  | **Sector**  | Advanced Manufacturing [ ] Digital and Creative [ ] Financial and Professional Services [ ] Health and Life Sciences [ ] Low Carbon Energy [ ] Maritime and Logistics [ ] Visitor Economy [ ] Other [ ]  |
| **Name of Company Contact** **This will be the timesheet approver**  | Click or tap here to enter text. |
| **Company Contact Job title** | Click or tap here to enter text. |
| **Phone number** | Click or tap here to enter text. | **Email address** | Click or tap here to enter text. |
| **Company website**  | Click or tap here to enter text. |
| **Please confirm the company/organisation has Employer’s Liability Insurance or its equivalent** (please enclose a copy of the certificate) YES [ ]   |
| **Please confirm that the company/organisation has Public Liability Insurance or its equivalent** (a copy of the current certificate must be produced if requested) YES [ ]  |
| **Has the Business hosted an intern in the last 2 years?**Note: if yes, you are not eligible for this scheme Yes [ ]  No [ ]  |
| **Do you or any of the Directors of the Business work at LJMU?** Note: if yes, you are not eligible for this scheme Yes [ ]  No [ ]   |
| **About the host organisation**Please provide details about your company to be used in the introduction of the job advert. | Click or tap here to enter text. |
| **Job description**The title of the internship, The purpose of the project and the main duties | Click or tap here to enter text. |
| **Person specification** Qualifications, skills and experience. If there is a specific discipline of study required, please include. Please note, LJMU cannot pay for DBS processing  | Click or tap here to enter text. |
| **Start date**  |  Monday 7th June 2021 |
| **Interview date**  | Click or tap here to enter text. |
| **Additional information about equipment or access to company resources or networks**  | Click or tap here to enter text. |

Don’t forget to include a copy of your Employer’s Liability Insurance or its equivalent when you return this to internships@ljmu.ac.uk