

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](mailto: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](mailto:internships@ljmu.ac.uk)