

## UNITED STATES DEPARTMENT OF STATE GRATUITOUS SERVICE AGREEMENT

Title 5 Section 3111 of the United States Code authorizes federal agencies to establish programs designed to provide educationally related work assignments for students on a nonpayment basis. You will be hired under such a program.

According to the law, we may only accept your gratuitous service if, the service:

1. is performed by a student, with permission of the institution at which the student is enrolled;
2. is uncompensated; and
3. does not displace any employee.

As a student participating under this program you will not be considered to be a U.S. federal employee for any purposes other than injury compensation or laws related to the Tort Claims Act. Your service is not creditable for leave accrual or any other employee benefits.

This arrangement is subject to termination at any time at the discretion of the Mission. Please sign below acknowledging that you understand the terms under which you will be hired.

**I understand the terms under which I am being hired, including, without limitation, that I will not be compensated for the services that I provide.**

\_\_\_\_\_  
Signature of Intern over printed name

\_\_\_\_\_  
Date

## Statement of Interest

Write a Statement of Interest that describes your objectives and motivation in seeking an internship with the U.S. Mission. Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Intern Program and/or Office to which you would like to be assigned.

**Be sure to indicate if you will be a continuing student immediately upon completion of your internship. If this is not indicated, your application will not be considered.**

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**Print Name (Last, First, MI)**

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**Student ID No.**



**Embassy, San José**

**Foreign National Student  
Internship Program**



**Application Form**

1. Rate from 1 to 12 the sections that you would like to intern at with 1 demonstrating the highest interest.

\_\_\_\_ **Economics**  
\_\_\_\_ **Politics**  
\_\_\_\_ **Environment**  
\_\_\_\_ **Human Resources**

\_\_\_\_ **Finance**  
\_\_\_\_ **General Services**  
\_\_\_\_ **Consular Services**  
\_\_\_\_ **Public Affairs**

\_\_\_\_ **Security**  
\_\_\_\_ **IT**  
\_\_\_\_ **Community**  
\_\_\_\_ **Facilities**

2. Your full name:

\_\_\_\_\_

Last (Surname)

First

Middle

3. Present address and telephone/cellular number (include e-mail address, if available):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How did you learn about this program?

Employee at Embassy     Relative     University

5. Do you have any relatives that work for the Embassy?

If yes, please list names, department where they work and how long they have been employed?

\_\_\_\_\_  
\_\_\_\_\_

6. Your Current Citizenship:

\_\_\_\_\_

7. Do you have any claim to U.S. Citizenship?    YES \_\_\_    NO \_\_\_

8. University/School/Educational Institution:

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards. Use continuation sheets as necessary.

A) Name and full address of current institution:

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B) Name, title and telephone number of institution coordinator:

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C) Dates Attended (Month/Year) \_\_\_\_\_  
Diploma/Degree/Certificate: \_\_\_\_\_

9. Languages: (Identify the language and indicate extent of your competence for each:  
4 = fluent; 3 = good; 1 = fair; 0 = not at all

	<b>Speak</b>	<b>Read</b>	<b>Write</b>	<b>Understand</b>
English	_____	_____	_____	_____
Spanish	_____	_____	_____	_____

Other Languages:

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10. Special Qualifications and Skills:

List any special skills you possess and equipment you can use, certifications, licenses obtained, etc.

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11. Training Received:

List training received in areas applicable to the internship position in which you are applying.

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12. Employment (if applicable): Begin with your most recent position and work backwards.

A) Name and address of employer:

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B) Dates worked (month/day/year):

from \_\_\_\_\_ to \_\_\_\_\_

C) Exact title of position:

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D) Name, title, and telephone number of immediate supervisor:

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E) Description of work (Describe specific duties, responsibilities, and accomplishments):

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F) Reason for leaving:

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G) Have you ever been dismissed or forced to resign from a position?

YES  NO

If yes, please explain circumstances:

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13. Have you ever worked for the U.S. Government? YES \_\_\_ NO \_\_\_

14. Please list your Computer Skills and rate each skill:

5/excellent; 3/good; 1/fair

List computer programs in which you have experience.

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15. References

List three persons not related to you by blood or marriage qualified to supply definite information regarding your character and suitability for the internship in this program. Do not include former employers (i.e., supervisors).

	Name	E-Mail Address	Cellular #	Occupation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

16. SCHEDULE AVAILABILITY (days of the week and times):

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**17. YOU MUST SIGN THIS APPLICATION.**

Read the following carefully before you check and sign.

I understand that any information I give may be investigated and that a false statement may be grounds for non-consideration or dismissal of my participation in the Intern Program, if I am selected.

I understand that, if I am provisionally selected, an Embassy-required security certification is a prerequisite.

I understand that, if I am provisionally selected, an Embassy-required medical examination and medical certification is a prerequisite.

I consent to the release of information about my ability and fitness for the Intern Program by employers, schools, law enforcement agencies and other individuals and organizations to Embassy-authorized investigators and personnel.

I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date