

**APPLICATION FORM
FOR APPRENTICESHIP
AT THE MINISTRY OF FOREIGN AFFAIRS**

1. **Surname:**
2. **Given name:**
3. **Father's given name:** ... **Mother's given name**
4. **PESEL:**
5. **Place of residence:**

Contact telephone number (obligatory):.....

E-mail address:

6. **Citizenship**

7. **Educational career:**

Name, address of school	Enrolled from	Enrolled until	Faculty/ Field of study	Main subjects covered and awarded examination grades

8. **Additional qualifications, professional experience**

9. Language proficiency, in accordance with the Common European Framework of Reference for Languages

Language	A1	A2	B1	B2	C1	C2
Polish						

10. **Preferred MFA organizational units** for apprenticeship:

- a)
- b)
- c)

Suggested apprenticeship date(s):.....

11. Please justify your decision to apply for the apprenticeship and your choice of MFA organizational unit

I agree to the processing of the personal data included in the present application form for the purposes of the recruitment process (pursuant to the Personal Data Protection Act of 29 August 1997; Journal of Laws 2002 no. 101, item 926 as amended)

Place and date.....

Signature.....

NOTE

Apprenticeships at the Ministry of Foreign Affairs are unpaid. The Ministry does not cover travel expenses to and from the place of apprenticeship, accommodation and living expenses, and health and accident insurance costs.

The following documents must be attached to the application form:

1. Declaration filled out by the university faculty office (declaration template provided below),
2. Photocopy or scan of ID card or passport page(s) providing personal data and date of validity,
3. Declaration confirming that the applicant has read the internship and voluntary work rules constituting Appendix no. 1 to the Ordinance¹,
4. Original declaration of clean criminal record (according to the template constituting Appendix no. 2 to the Ordinance)¹

To be filled out by the school

This is to certify that Mr/Ms..... is enrolled at:

Name of school:.....

Field of study/specialization:.....

Year of schooling:.....

.....
(place and date)

.....
(seal, signature)

¹ Ordinance no 13 of the Director General of the Foreign Service of 30th 2011 on organizing and pursuing internships, volunteer work and traineeships at the Ministry of Foreign Affairs and diplomatic posts