



To applicants interested in positions as trainees or in internship at "Joining People Together"

Dear student, If you want to intern or train in Italy with NGO "Joining People Together", we are pleased to welcome you.

If you are going to write your degree thesis, visit our website www.incontrofraipopoli.it/scambi/stage-e-tirocini/. In the list "Thesis Waiting for Authors" you might find a topic you are interested in. If you can't find anything, we are willing to meet and discuss a wider scope of topics.

Of course, you are welcome to intern with us though you are not writing your thesis.

Here is what you need in order to gain the best possible human, cultural and professional experience of your training:

1. Knowledge of the Italian language, at least level B, even better if you also speak French and/or English.
2. We will place knowledge, means and instruments, as well as the necessary at your disposal.

We expect you to offer us your own insights, experiences, time and knowledge, committing yourself to show:

- ◇ **Humility:** *our association and its members have acquired life experiences motivating the reasons for decisions and choices which cannot always be understood by those who have just joined us.*
 - ◇ **Availability:** *some tasks you are given might seem of secondary order but they are really precious for new people like you.*
 - ◇ **Volunteering:** *our association is based on volunteering which requires enthusiasm and unpaid work; therefore, you will be asked not to limit your presence at our association to the minimum time fixed for your internship.*
 - ◇ **Flexible working hours:** *we will try to meet your requirements regarding your time-table but we expect you, too, to be willing to adapt to our needs (sometimes you will be asked to work on evenings, Saturdays or Sundays).*
 - ◇ **Specificity:** *though you may be interested only in a specific operating area of our NGO, we will ask you to show some interest in all our activities in order to get a complete outline of our work and to discover and develop your potential.*
3. Don't expect us to manage your dealings with the university/ institution requesting your internship; bureaucratic aspects are up to you, but we are willing to help you to fill in the needed forms.
 4. While you are interning with us, you will have to discuss your activity with an internal tutor.
 5. At the end of your internship with us, you will have to write a descriptive report (article) to be published on our website and in our newspaper.
 6. Please, let us have a copy of your degree thesis if the topic focuses on issues regarding the work of "Joining People Together".

You have got the rundown of the situation now – if you still want to intern with our association, please send your application (directly in the e-mail not in an attached document) to scambiculturali@incontrofraipopoli.it, following the format shown below:

- ✓ Name, surname, date and place of birth, home town, address, mobile phone number, languages you speak and write, higher qualification, university course/master, university you are enrolled in, requested length of internship.
- ✓ Curriculum vitae, (max ten lines): features of your character, social, professional and volunteering experiences you have had, what your expectations are.

As soon as your e-mail arrives I will call your mobile phone number and fix the date for a meeting at our office in Cittadella/Padua.

During the meeting you will be able to understand if your application can be accepted, and if so, when you can start your internship.

At the beginning of your internship you will have to request to be accepted as a voluntary trainee (not as a member) of "Joining People Together". This makes sure you are covered for accident and civil liability insurance; your contribution to the cost of insurance is Euro 25.

If you need any further information, don't hesitate, call **335 836 70 12**.

Looking forward to hearing from you soon.

Leopoldo Rebellato
in charge of sector "Scambi Culturali" ("Cultural Exchanges")