

## SOTHEBY'S INTERNSHIP PROGRAMME APPLICATION FORM 2014 – 2015

Interns will be placed in either an art specialist or business department of their choice for three months during their selected period of availability.

Please complete this application form in full, writing clearly in black ink, or type text.

Your cover letter, CV, and completed application form must be submitted by email to [InternshipsUK@sothebys.com](mailto:InternshipsUK@sothebys.com) by the following deadlines:

Period of Availability	Deadline for Application
October – December 2014	27 <sup>th</sup> June 2014
January – March 2015	27 <sup>th</sup> September 2014
April – June 2015	28 <sup>th</sup> November 2014
July – September 2015	27 <sup>th</sup> March 2015

Should you need to, please continue your answers to any of the questions on a separate sheet and attach securely to your email.

Selected candidates will be invited for a first round interview. Sotheby's will communicate final decisions to all applicants one month after the application deadline. Due to the high volume of applications, we are not able to provide feedback on the quality of your application.

### **Frequently Asked Questions:**

*I am not available during one month of the suggested dates, can I still apply?*

The availability dates are guidelines only. The exact period of the internship will vary depending on the department schedule and your availability.

*How do I apply for a UK visa? Would Sotheby's be willing to sponsor this application?*

If you do not have the right to work in the UK, please go to the following website for more information: <https://contact-ukba.homeoffice.gov.uk/visas-immigration/>

Sotheby's cannot sponsor any visa applications for our internship programme.

*Does Sotheby's offer internships in other offices other than London?*

The only other internship programme available is in our New York office. For more information, please refer to the North America section on our careers page.

*Will you still accept my application if the deadline has passed?*

Unfortunately, we are not able to consider your application after the deadline.

*Do you offer unpaid work experience for either one or two weeks during the summer?*

We are only able to offer three month, full-time paid internship placements. The duration of the internship cannot exceed three months.

*Questions? Please contact us at [InternshipsUK@sothebys.com](mailto:InternshipsUK@sothebys.com)*

## PERSONAL DETAILS

<b>SURNAME:</b> _____	
<b>NAME:</b> _____	
<b>TITLE:</b> _____	
<b>NATIONALITY:</b> _____	<b>PLACE OF BIRTH:</b> _____
<b>PERMANENT ADDRESS:</b>	<b>CORRESPONDENCE ADDRESS (if different)</b>
_____	_____
_____	_____
_____	_____
<b>Postcode:</b> _____	<b>Postcode:</b> _____
<b>Tel No:</b> _____	<b>Tel No:</b> _____
<b>Mobile No:</b> _____	_____
<b>E-mail:</b> _____	_____

All applicants will be required to provide evidence of their right to work in the UK. It is the applicant's responsibility to ensure all visa restrictions are brought to our attention at this stage. You will be required to produce your original passport together with all relevant immigration documents prior to commencing your internship. British and EEA nationals must also supply the passport copy.

Any offer of an internship will be conditional upon an individual having the right to accept and undertake work of this nature in the UK throughout the period of your internship.

If you are not a British or EEA national you will be subject to Immigration Control. Please confirm your immigration status and the type of visa you hold, and provide us with details of any restrictions, together with the relevant issue and expiry dates:

<b>Visa/Permit Type:</b>	_____	
<b>Issue and Expiry dates:</b>	<b>From:</b> _____	<b>To:</b> _____
<b>Any other details/restrictions:</b>	_____	

There are strict conditions on the type of work students from outside the EEA can undertake while they are studying in the UK and the periods for which they can work. For this reason in addition to the above documentation, those on a Student Visa are required to provide evidence of their term dates on headed paper from their institution of study. Those who have entered the UK as 'student visitors' are not allowed to work.

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## **PREFERRED AREAS FOR INTERNSHIP**

From the departments listed below, please indicate your top 6 choices for an internship.

1) _____	4) _____
2) _____	5) _____
3) _____	6) _____

- 19<sup>th</sup> Century Continental Paintings
- Books and Manuscripts
- British and Irish Art - Post 1850
- Chinese Ceramics & Works of Art
- Contemporary Art
- European Sculpture & Works of Art
- Furniture - English and Continental
- Impressionist and Modern Art
- Jewellery
- Middle East and India

- Modern and Post-War British Art
- Old Master Paintings
- Old Master Drawings
- Press Office\*
- Prints
- Proposals (Design)\*
- Restitution\*
- Russian Works of Art
- Silver and Ceramics
- Valuations\*

\* NON-EXPERT DEPARTMENT.

## **AVAILABILITY**

*Internships are offered for three-month periods. Please tick the boxes below based on your availability. The exact dates will be confirmed if an offer is made and may be subject to change.*

AUTUMN 2014	WINTER 2015	SPRING 2015	SUMMER 2015
Oct - Dec	Jan – March	April – June	July - Sept
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## EDUCATION & QUALIFICATIONS

### GENERAL EDUCATION

School / College	Dates Attended	Qualification	Grade

### HIGHER / FURTHER EDUCATION *(if applicable)*

University / College	Dates Attended	Qualification	Grade

### POST GRADUATE / PROFESSIONAL QUALIFICATIONS *(if applicable)*

Academic Establishment / Professional Body	Dates Attended	Qualification	Grade

### LANGUAGE SKILLS

Language	Fluent	Working	Basic

### IT SKILLS

Word Processing	<input type="checkbox"/> Basic / <input type="checkbox"/> Intermediate / <input type="checkbox"/> Advanced
Spreadsheet	<input type="checkbox"/> Basic / <input type="checkbox"/> Intermediate / <input type="checkbox"/> Advanced
PowerPoint	<input type="checkbox"/> Basic / <input type="checkbox"/> Intermediate / <input type="checkbox"/> Advanced
Adobe Illustrator / InDesign	<input type="checkbox"/> Basic / <input type="checkbox"/> Intermediate / <input type="checkbox"/> Advanced
Typing Speed	_____ wpm (if applicable)

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## WORK EXPERIENCE

*Please give details of any part-time or full-time employment, vacation work undertaken, either paid or unpaid.*

Employer <i>(Company name, nature of business and dates)</i>	Position & Main Responsibilities	Reason for Leaving

<b>1. What skills have you gained from your previous experience and how do you think they relate to our business?</b>

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**2. Please describe in more detail why you have chosen your areas of study. How do they relate to our business?**

**3. What do you hope to gain if you are offered an Internship at Sotheby's?**

**4. Have you applied to Sotheby's before? If so, please give details:**

**5. Please give three reasons why you feel you are suitable for an Internship at Sotheby's.**

(i)

(ii)

(iii)

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**6. What are your long term career aspirations? Please give reasons for this answer**

**7. Please give details of your interests and hobbies, stating any posts of responsibility held in societies, or other extra curricular activities**

On completing, please sign and date this form.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_