



CANDIDATE APPLICATION FORM GUIDE

The purpose of this guide is to help student and graduate applicants complete and submit the 10,000 Able Interns Application Form correctly.

The guide will cover the questions on the Form and provide advice on how to approach each question, including information on reasonable adjustments.

As you cannot save your progress whilst filling in the Application Form, please open this guide in another tab or page so that you do not lose progress on your application.

If you have any questions regarding the application process please contact general@10000ableinterns.com.

APPLICATION QUESTIONS

The application questions guide below covers how to answer specific questions within the Application Form. Some questions are not covered as they are self explanatory within the form.

SECTION 1

5. Email:

Please ensure that the email you are using is correct and will be available to you for the duration of the application process and the internships. If it is incorrect, you will not receive the necessary emails to take you through the application process.

8. Current Level of Education:

Select your current level of education and relevant year of study.

11. Eligibility Criteria

You can select as many or as few of these that apply to you.

12. Please select your condition(s) from the list below:

You can select as many or as few of these that apply to you. If your conditions is unlisted, select “Other” and type in your condition(s). If you wish to identify as disabled by stating your social/physical barriers, please select the type of barrier.

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13. Do you require any reasonable adjustments for the recruitment process and internship placement?:

If you answer “Yes”, please select all types of reasonable adjustments that you would need for the recruitment process and duration of your internship. As the options are non-exhaustive, you can type in any additional adjustments in “Other”.

Reasonable adjustments can include the examples listed below:

Physical adjustments

- Mobility aids (wider doorways, obstruction free-corridors, ramp access, lifts to all floors)
- Access to essential facilities located on a main floor that comply with disability access guidelines
- Accessible breakout rooms (accessible seats, sensory spaces)
- Accessible service points (mid-height counters, audio visual fire-alarm etc)
- Assistive hardware (adjustable desks, lighting, adaptive chairs, hearing loops, large print keyboards, text to speech software)
- Accessible or dedicated parking space

Change in work patterns and hours

- Flexible and remote working policies
- Flexible core working hours (longer and more frequent breaks, later start time, time off for medical appointments and treatments etc)
- Modified interview procedures (extra time, use of a laptop for spelling etc)
- Online attendance option for all physical meetings

Personal assistance or accompaniment

- Buddy system or 1-2-1 support
- Personal assistant to be present during assessment/interviews

Communication

- Documents, forms, emails and signs provided in an accessible format (larger texts, alternative colours etc)
- An interpreter (sign language)
- Different contact method (phone, email, live chat etc)
- Accessibility checkers and assistive technologies used on company wide information and documents
- Images and PDFs to be readable via a screen reader

14. Do you require visa sponsorship to work full-time in the UK during the summer of 2024?:

If you select “Yes”, select the option that applies to your current visa status. Your response to this question does not affect the outcome of your application but allows us allocate you to an organisation that has offered to provide visa sponsorship.

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SECTION 2

16. Select your preferred business streams below. You will be asked to write briefly about your reasons for selecting each business stream. In no more than 250 words, why would you like an internship in this business stream:

If you would prefer it, you may replace your 250 word written response with an audio or video file. Audio/video submissions must be no longer than 2 minutes in length.

17. Upload CV or CV equivalent - e.g. creative portfolio, tech deck, website link etc:

Submit one general CV that can apply to all three of your business stream choices. Your submitted CV will be viewed by all three of your allocated organisations. Preferably, attach your file in PDF format.

Should you wish to apply by a different method due to your accessibility needs, please email: general@10000ableinterns.com

18. Please select the region(s) where you will be available to work for the duration of your internship:

If you select a region, you may be expected to travel to this location and/or arrange accommodation for the duration of your internship. All participating organisations will be asked to offer remote working as a reasonable adjustment where appropriate. Select from drop down list in application form.

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Thank you for reading through the 10,000 Able Interns Candidate Application Form Guide. We wish you the best of luck on your application and recruitment process.

For any queries, please email
general@10000ableinterns.com.

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