

# **Human Rights Lawyers' Association Bursary**

## **APPLICATION FORM 2022**

### **Key information**

- Please refer to the 'HRLA Bursary Policy 2021' document for the eligibility criteria for this application and for answers to other frequently asked questions.
- Only **one** completed application per person will be accepted, in respect of one internship or placement. Only completed applications will be considered.
- Please send your completed application form (i.e. this document) along with evidence of your internship offer, and your diversity monitoring form, to [bursary@hrla.org.uk](mailto:bursary@hrla.org.uk) no later than **10am on 13 May 2022.**
- No supporting documents, other than those requested will be considered. CVs or cover letters will **not** be considered and should not be submitted.

### **Timetable**

- Successful applicants will be notified on or shortly after **31 May 2022**. Unsuccessful applicants will be notified on the same date.

### **Application criteria**

- Applications will be assessed in accordance with the following selection criteria:
  1. **Commitment to and interest in human rights law in the UK** (10 points);
  2. **Relevance and value of internship/placement to be undertaken to human rights law in the UK** (5 points);
  3. **Relevant skills, abilities and knowledge of the field of human rights law in the UK** (5 points);
  4. **Benefit to applicant's development as a lawyer and their future career in human rights law by undertaking internship/placement** (5 points);
  5. **Financial need** (25 points).
    - a. This is one of the selection criteria given one of the aims of the bursary is to assist those who would be otherwise unable to undertake an internship/placement in human rights law due to their current financial circumstances.

Please provide details below of the internship for which you have received an offer.

| <b>SECTION A: PERSONAL DETAILS</b>  |  |             |  |
|---|--|-------------|--|
| Please note: The HRLA application process is name blind and all applications will be anonymised by our administrator upon submission and given a unique candidate reference number ('URN'). |  |             |  |
| Last Name:  |  | First Name: |  |
| Contact No:   |  | Email:      |  |
| Address:  |  |             |  |
| Postcode:   |  |             |  |

| <b>SECTION B: INTERNSHIP DETAILS</b> |  |                                 |  |
|--------------------------------------|--|---------------------------------|--|
| Name of Organisation:                |  |                                 |  |
| Address:                             |  |                                 |  |
| Organisation website:                |  | Name of contact for Internship: |  |
| Email (of contact for internship):   |  |                                 |  |

| <b>SECTION C: YOU AND YOUR INTERNSHIP</b>   |  |                              |                          |
|---|--|------------------------------|--------------------------|
| <b>Intended role within the organisation (e.g. intern or caseworker):</b>   |  |                              |                          |
| <b>Your likely duties and day to day tasks during your internship:</b>  |  |                              |                          |
| Duration of Internship  |  |                              |                          |
| Intended start date (dd/mm/yy)  |  | Intended end date (dd/mm/yy) |                          |
| Location of internship:   |  |                              |                          |
| Is a document confirming your internship attached (e.g. offer letter/email)?  |  | Yes                          | <input type="checkbox"/> |
|   |  | No                           | <input type="checkbox"/> |
| If no, please specify why and/or when it will follow.   |  |                              |                          |
| <b>Please answer the following questions (using no more than 300 words per response)</b>  |  |                              |                          |
| <b>In answering these questions, please include information about your legal qualifications/ studies, and any relevant previous experience.</b> |  |                              |                          |
| <b>1. Why did you apply for this internship? (300 words)</b>  |  |                              |                          |
|   |  |                              |                          |

**2. What is it about your skills and experiences that make you a good candidate for this internship?**

**Please make reference to your previous experience in/knowledge of human rights law and issues where applicable. (300 words)**

**3. Please explain the relevance and value of your proposed internship to human rights law in the United Kingdom. (300 words)**

**4. How will this internship/placement assist you in developing the skills and abilities needed to succeed in the field of human rights law? (300 words)**

**SECTION D: FINANCIAL INFORMATION (all information will be kept confidential)**

**1. The Bursary Panel will distribute grants comprising awards of a maximum of £3,500 per applicant, depending on financial need.**

**Please set out the total amount of funding sought from the HRLA bursary. Please detail how you came to that figure.**

**Total amount sought (this should be a maximum of £3,500): .....**

**Please detail how you came to that figure including by setting out the following:**

**Accommodation costs: .....**

**Travel costs: .....**

**Other expenses (please detail): .....**

*(Please indicate 'N/A' where an expense is not applicable. An example might be 'Accommodation costs: N/A' where an internship is based in London and your home address is also in London).*

**2. The HRLA Bursary Scheme is designed to assist those who would be unable to undertake unpaid or low-paid internships without financial assistance. For this reason, we require details of your current financial situation.**

**All financial information provided will be kept strictly confidential and destroyed after the application process has concluded. In the 2021 application round, all financial information will be destroyed by 1<sup>st</sup> December 2021. This information will not be shared with anyone outside of the HRLA bursary committee.**

**If there is any relevant information which does not fall into one of the named categories, below please use the rows marked \*, specifying what it is.**

| <b>Existing debt</b> | <b>Amount</b> |
|----------------------|---------------|
| Student Loan         | £             |
| Bank Loan            | £             |
| Other                | £             |
| *                    | £             |
| <b>Total</b>         | £             |

| <b>Current income</b>                                   | <b>Amount per month</b> |
|---|-------------------------|
| Income from employment – please state your current role | £                       |
| Contribution from family                                | £                       |
| Other   | £                       |
| *   | £                       |
| <b>Total</b>  | £                       |

| <b>Savings and investments</b> | <b>Amount</b> |
|--------------------------------|---------------|
| Total savings                  | £             |
| Total investments              | £             |
| Other                          | £             |
| *                              | £             |
| <b>Total</b>                   | <b>£</b>      |

| <b>Anticipated income from period of internship</b> | <b>Amount</b> |
|---|---------------|
| Income from employment                              | £             |
| Support from family                                 | £             |
| Other scholarships (please provide details)         | £             |
| Income from internship (if applicable)              | £             |
| Other   | £             |
| *   | £             |
| <b>Total</b>  | <b>£</b>      |

| <b>Current living expenses</b>   | <b>Amount</b> |
|----------------------------------|---------------|
| Accommodation                    | £             |
| Bills                            | £             |
| Food                             | £             |
| Personal items                   | £             |
| Childcare or other care expenses | £             |
| Travel                           | £             |
| Other                            | £             |
| *                                | £             |
| <b>Total</b>                     | <b>£</b>      |

**3. Why are you applying for the funding of the HRLA bursary?**

The HRLA bursary seeks to ensure that financial barriers do not prevent students from undertaking internships/placements in the field of human rights law.

This is your opportunity to set out for assessors why you would otherwise be unable or struggle to fund your internship/placement. Please set out any other relevant details on your financial circumstances and/or your background and/or your living arrangements which have not been captured in the table above. (300 words maximum)

|  |
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**SECTION E: REFEREES**

References – please provide the names of two academic or professional referees (e.g. employer/previous employer/academic tutor etc.) that may be contacted by the HRLA. Please note you cannot use family members or close friends.

| Contact person<br>(and relationship) | Address | Telephone | Email |
|--------------------------------------|---------|-----------|-------|
|                                      |         |           |       |
|                                      |         |           |       |
|                                      |         |           |       |

**SECTION F: DECLARATION AND AGREEMENT**

**I declare that to the best of my knowledge, the information provided on this form is correct and I agree to the conditions set out in the 2022 Bursary Policy.**

|         |  |
|---------|--|
| Signed: |  |
| Date:   |  |