|  |  |
| --- | --- |
| NewAddressLetterhead |  |

# Intern/Volunteer Application Form

Please indicate interest: [ ]  Student Intern\* [ ]  Volunteer (not a student)

\*If student intern, indicate class level:

|  |  |  |  |
| --- | --- | --- | --- |
| Fresh[ ]  | Soph[ ]  | Junior[ ]  | Senior[ ]  |

|  |  |
| --- | --- |
|  Major: |  |

|  |  |
| --- | --- |
| Desired Position: |  |

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Cell Phone: |  | Email: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you hold a current Driver’s License? | YES[ ]  | NO[ ]  | Do you speak a second language? | YES[ ]  | NO[ ]  |

|  |  |
| --- | --- |
| If yes, what language and level of proficiency: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been in the Armed Forces? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, please state date & type of discharge or status: |  |

## Availability

|  |  |  |  |
| --- | --- | --- | --- |
| Do you agree to commit to 10-12 hours per week for a minimum of 2 quarters? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| Date you can begin: |  |

Please list your availability with time frames between 8:30a-6:00p:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |

## Technology/ Software Proficiency

Please state program and identify your level of proficiency.

Relevant Technology/Software Proficiency Level (1=barely proficient; 5=highest possible proficiency level)

 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5

 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5

 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5

 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5

 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | City/State/Country: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | City/State/Country: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other College/Training Program: |  | City/State/Country: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## References

Please list three professional references; one must be your present or most recent employer. **Note if you want to be contacted before we communicate with the reference.**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Position: |  |
| Address: |  | Phone: |  |
| Email: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Position: |  |
| Address: |  | Phone: |  |
| Email: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Position: |  |
| Address: |  | Phone: |  |
| Email:  |  |  |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to an internship position, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |