



## Application for Internship

(Please print all information and attach resume.)

Type of internship: \_\_\_\_\_

Date of application: \_\_\_\_\_

How did you learn about the position? \_\_\_\_\_

Last Name \_\_\_\_\_, First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_ SS# \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Email \_\_\_\_\_

Have you ever filed an application with us before? Yes No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before? Yes No  
If yes, give date \_\_\_\_\_

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed  
in this country because of Visa or Immigration Status? Yes No  
(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available to begin? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No  
If yes, please explain \_\_\_\_\_

\_\_\_\_\_

We are an Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**EMPLOYMENT EXPERIENCE**

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Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer & Supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Dates employed: \_\_\_\_\_  
 Job title: \_\_\_\_\_  
 Work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Hourly rate/salary \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

2. Employer & Supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Dates employed: \_\_\_\_\_  
 Job title: \_\_\_\_\_  
 Work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Hourly rate/salary \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

3. Employer & Supervisor \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Dates employed: \_\_\_\_\_  
 Job title: \_\_\_\_\_  
 Work performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Hourly rate/salary \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

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List professional, trade, business or civic activities and offices held.

\_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
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**EDUCATION:**

Name and Address of School	Course of Study	Years Completed	Diploma/Degree
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High School

Undergraduate College

Graduate/Professional

Other (specify)

Indicate any foreign languages you can speak, read and /or write:

Fluency level? \_\_\_\_\_  
(fluent, good, fair)

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military?

List all computer software you have used:

## ADDITIONAL INFORMATION

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience:

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List any specialized skills, including office machine training and use, production/mobile machinery, other equipment:

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State any additional information you may feel may helpful to us in considering your application. If you are unsure of the job requirements, please ask the interviewer before completing this application.

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please list 3 references (no family members please):

**Name, Address, Phone Number, and their relationship to you**

1.

2.

3.