



Internship Application

PERSONAL INFORMATION

Today's Date _____

Legal Name _____ Preferred Name: _____

Social Security Number: _____ - _____ - _____ (if emailing, for security purposes you can submit later)

Current Address _____

City _____ State _____ Zip Code _____

Current Phone Number _____ Alternate Phone Number _____

Email Address _____

Permanent Address _____

City _____ State _____ Zip Code _____

Permanent Phone Number _____

Permanent Email Address _____

College or University _____

Major/Concentration _____

Degree awarded or working toward _____

Number of semesters completed _____ Current Status: ___FR ___SOPH ___JR ___SR

Current GPA _____ Anticipated graduation date _____

INTERNSHIP INFORMATION

Term(s) for which you are applying

___ Summer (May/June through August)

___ Fall (Aug./Sept. through Dec.)

___ Spring (Jan./Feb. through May)



Will you seek academic credit for this internship? YES NO

If seeking academic credit, interns are responsible for obtaining and meeting their specific program requirements. The Baby & I Foundation will provide necessary documentation for credit upon request.

Please provide contact information, if any, for your academic advisor.

Name _____ Phone Number _____

Email _____

Will you be available for: Full-time, 40 hrs/week Part-time, 20 hrs/week

Days available: Monday Tuesday Wednesday Thursday Friday

List any special skills, interests, and/or training.

Background or experience

Clerical Marketing/Sales Graphic Design
 Computer Skills Research/Writing Fundraising
 Event Planning Website Management Other _____

REFERENCES

Name _____ Phone Number _____

Company and Title _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Relationship _____ How long have you known this reference? _____

Name _____ Phone Number _____

Company and Title _____

Address _____

City _____ State _____ Zip Code _____



Email _____

Relationship _____ How long have you known this reference? _____

Have you ever been convicted of or pled guilty or no contest to any felony? If yes, please explain. If the explanation requires additional space, please include the extra page with your application materials.

Note: A conviction will not disqualify an application. We will consider the type and seriousness of the crime, the frequency of violations, your age at the time of conviction or time elapse since the conviction or completion of any jail sentence.

Please check all that apply:

I am authorized to work in the United States.

I understand that my application will not be considered complete until I have submitted all the required documentation, including this application, resume, personal statement, and writing sample.

If selected I give the Congressional Coalition on Adoption permission to use my name and photograph in web and print materials.

I certify by my signature below that all information presented in this application is accurate to the best of my knowledge.

Signature

Date



APPLICATION MATERIALS

In addition to this 3-page Internship Application form, your application will not be considered complete until you submit that additional materials listed below.

- Internship Application:** This 3-page application form.
- Resume:** Attach a resume in which you list relevant coursework, work experience, and other experience that relate to the internship for which you are applying.
- Personal Statement:** On a separate sheet of paper, please write a short proposal stating why an internship at the The Baby and I Foundation, and the specific internship for which you are applying relate to your academic and career goals. If you are applying for more than one project, please prepare a statement for each project. Please keep the statements to one page.

Please return completed application materials via email to Monica Williams at Monica@thebabyandifoundation.org