



INTERNSHIP APPLICATION FORM

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Name(s) of Internship(s) Applied For:

Name: _____

School Address: _____

Permanent Address: _____

School Telephone Number: _____ **Permanent Telephone Number:** _____

E-mail Address: _____

Are you requesting that your college grant you credit hours for your internship? _____

Dates available to perform internship: _____

Education:

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/DATE	MAJOR
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors and/or Licenses: _____

Employment History *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: _____ Telephone Number: ____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: ____ End Date: __

Description of duties: _____

Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

References

Name: _____

Telephone Number: _

Company/School: _____

Relationship: _____

Known how long: ____

Name: _____

Telephone Number: _

Company/School: _____

Relationship: _____

Known how long: ____

Name: _____

Telephone Number: _

Company/School: _____

Relationship: _____

Known how long: ____

Community/professional organizations, honors and awards: _____

Activities relevant to the internship(s) for which you are applying: _____

Why you would like to intern at The DoSeum? _____

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: _____ **Date:** _____

The DoSeum is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.

INTERNSHIP PROGRAM INFORMATION

The DoSeum Internship Program is designed to provide students and recent graduates with an opportunity to learn about the various supporting areas of The DoSeum.

Eligibility: A candidates must be currently enrolled high school, undergraduate, or graduate school; Candidates who have graduated from college within 12 months of beginning the internship are also accepted. This offer is contingent upon completion of a satisfactory criminal background check, for which you must provide your driver's license or state identification number.

General Information: Interns are expected to work between 20 and 40 hours a week (this may vary on availability and requirements for position(s)) during an 8 to 12-week internship period. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between The DoSeum's Human Resources Department and the intern's college or university. All interns are subject to The DoSeum guidelines and policies.

Application Procedures: Candidates must complete an application form and submit it with their *cover letter and resume*. Some internship positions require additional application items, such as a graphic design or writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Where to Go for Further Information: The DoSeum's web site – www.thedoseum.org/internships

The DoSeum is an Equal Opportunity Employer.