

## Internship Application

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Languages spoken: \_\_\_\_\_

School: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Program Year: ☐ 1<sup>st</sup> / ☐ 2<sup>nd</sup> / ☐ 3<sup>rd</sup> or above School Field Coordinator: \_\_\_\_\_

School Field Coordinator phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency contact phone(s): Cell/Home \_\_\_\_\_ Cell/Home \_\_\_\_\_

How did you learn about NVFS? \_\_\_\_\_

Placement semester (check all that apply): ☐ Summer 20\_\_ ☐ Fall 20\_\_ ☐ Spring 20\_\_

Dates of placement: \_\_\_\_\_ Total hours required: \_\_\_\_\_

Have you ever been convicted of a crime? (Crime can be defined as an action prohibited by law or a failure to act as required by law.) A conviction will not necessarily result in the denial of internship placement. ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

### Days & Hours Available: (select all that apply)

| Sunday    | Monday    | Tuesday   | Wednesday | Thursday  | Friday    | Saturday  |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Morning   | Morning   | Morning   | Morning   | Morning   | Morning   | Morning   |
| Afternoon | Afternoon | Afternoon | Afternoon | Afternoon | Afternoon | Afternoon |
| Evening   | Evening   | Evening   | Evening   | Evening   | Evening   | Evening   |

### What type of internship experience and/or programs interest you? (check all that apply)

#### Client Service Track:

- ☐ Case Management
- ☐ Social Work
- ☐ Mental Health/Therapist
- ☐ Early Childhood Development
- ☐ Health/Nutrition

#### Client Service & Setting:

- ☐ Youth & Teens
- ☐ Adults
- ☐ Shelter
- ☐ Community-Based
- ☐ Home-Based

#### Administrative Track:

- ☐ Information Technology
- ☐ Business Operations
- ☐ Development/Fundraising
- ☐ Communications/Marketing
- ☐ Quality Improvement/data management

### What skills do you bring to NVFS? (check all that apply)

- |                                                         |                                                   |                                                  |
|---------------------------------------------------------|---------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Accounting/Finance             | <input type="checkbox"/> Grant Research/Writing   | <input type="checkbox"/> Nonprofit               |
| <input type="checkbox"/> Administrative/Clerical        | <input type="checkbox"/> Graphic Design           | <input type="checkbox"/> Nutrition/Health        |
| <input type="checkbox"/> Advertising                    | <input type="checkbox"/> Human Resources          | <input type="checkbox"/> Special Events Planning |
| <input type="checkbox"/> Counseling                     | <input type="checkbox"/> Interpreting/Translating | <input type="checkbox"/> Tutoring                |
| <input type="checkbox"/> Customer Service               | <input type="checkbox"/> IT Support               | <input type="checkbox"/> Web Design              |
| <input type="checkbox"/> Database Design/Administration | <input type="checkbox"/> Life Skills              | <input type="checkbox"/> Other: _____            |
| <input type="checkbox"/> Education/Teaching             | <input type="checkbox"/> Medical                  |                                                  |
| <input type="checkbox"/> Fundraising                    | <input type="checkbox"/> Mentoring                |                                                  |

## Education, Employment & Internship History

Please attach your resume including education, employment and internship history with this Internship Application even if your resume has already been submitted.

## Statement and Release

The facts set forth in this application and attached resume are true and complete. I understand that if placed, knowingly false statements on this application and attached resume shall be considered sufficient cause for termination. I understand that all information in this application is subject to verification and I consent to criminal history, motor vehicle, child protective services and credit background checks. I authorize NVFS to obtain information about me from my educational institution(s) and, if requested, from references. I authorize these educational institution(s) and references to disclose to NVFS such information about me as NVFS may request.

I understand the nature of internship activities that are to be performed by me may involve physical activity, contact with unidentified and unfamiliar persons, travel to and from project site locations, and other potential risks of injury. I hereby release and discharge Northern Virginia Family Services and any of its directors, officers, employees, partners, affiliates, agents and successors from any and all liability and/or responsibility for any accident or injury to person or property that I may sustain in connection with my participation as a NVFS intern.

I give permission to NVFS and parties designated by NVFS to record my story and/or likeness and use such accounts in all forms of media, for any and all promotional purposes including brochures, television interviews, NVFS reports/press releases, radio or newspaper interviews, photos, public service announcements, fundraising appeals, video production, NVFS website and related internet marketing indefinitely, unless or until I revoke this permission in writing.

*Please note: NVFS will retain this application for a period of 60 days. Candidates are kindly requested to reapply for internship placement after this time.*

**Signature:**

**Date:**

**SUBMISSION INSTRUCTIONS:** Email this completed application form and your resume to [khworowitz@nvfs.org](mailto:khworowitz@nvfs.org).

**NVFS Staff use only:**

Date Entered: \_\_\_\_\_ Entered By: \_\_\_\_\_

Placement: \_\_\_\_\_

Supervisor: \_\_\_\_\_