The Arc
Central Chesapeake Region

Internship Application

Applicant Information

Last Name	First		Date
Address			Apt/Unit
City	State		Zip
Phone	Cell Phone		
Email address:			

Have you ever been convicted of a felony?	If yes please explain:
☐ Yes ☐ No	

How did you hear about our internship program?

Availability

Please check semesters of availability:

☐ Fall ☐ Spring ☐ Summer ☐ Other, please explain: _____

Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 9-1)							
Afternoon (approx. 1-5)							
Evening (approx. 5-9)							

Areas of Interest

Please indicate which area interests you:

☐ Direct Support ☐ Finance ☐ Development ☐ Database Work ☐ Assistive Tech.

☐ Grant/Writing ☐ HR ☐ Marketing ☐ Videography ☐ IT/Security

☐ Training ☐ ☐ Other, please explain: _____

Experience/Education and Skills

Current employment status:	☐ Full-time	☐ Part-time	☐ Not Employed	
Current or most recent paid position held				

Are you currently a full-time student? ☐ Yes ☐ No	If yes, please indicate school and concentration:
Level ☐ Freshmen ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate student	Areas of study:
Do you speak any other languages? ☐ Yes ☐ No	If yes, please list language ☐ Fluent ☐ Semi-Fluent ☐ Basic
Computer Skills/Software Used:	

Personal Information

Why are you interested in an internship in our organization?

What specific experience would you like to gain through this internship?

Describe your long-term career goals:

Professional References

Name	Relationship and contact info (e-mail and/or phone number)

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 assignment, I understand that false or misleading information in my application may result in my release.

Signature:	Date: