



United Methodist Children's Home INTERNSHIP APPLICATION

Application Date: _____

Last Name: _____ First Name: _____ Middle: _____

Home Address: _____
Street Address City State Zip Code

Home Telephone: ____ () _____ Business Telephone: ____ () _____

Fax: ____ () _____ E-Mail Address: _____

WORK HISTORY & GENERAL INFORMATION

Current Work Experience

Business or Organization Name: _____ Telephone Number: ____ () _____

Address: _____
Street Address City State Zip Code

Work that you perform or job title: _____

Previous Work Experience

Business or Organization Name: _____ Telephone Number: ____ () _____

Address: _____
Street Address City State Zip Code

Work that you perform or job title: _____

Previous Work Experience

Business or Organization Name: _____ Telephone Number: ____ () _____

Address: _____
Street Address City State Zip Code

Work that you perform or job title: _____

Education (please check all that apply)

- High School Diploma/GED
- Associate Degree
- Undergraduate Degree
- Graduate School
- Vocational School
- Other _____ Major(s) _____

Are you a member of a church? Yes No If yes, what is the name of your church and how are you active in the church? _____

MOTIVATION TO BECOME AN INTERN

Who or what encouraged you to become an intern for UMCH?: _____

Have you interned before? Yes No If you answered yes, for which organization(s) were you an intern and what were your responsibilities? _____

In what area would you like to do an internship and at which location?: _____

Availability to be an intern: (Please check all that apply)

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times that you are available to be an intern: From _____ a.m. until _____ p.m.

REFERENCES

PLEASE PROVIDE THE NAMES, ADDRESS & TELEPHONE NUMBER OF THREE (3) FORMER OR CURRENT EMPLOYERS AND ONE (1) PERSONAL REFERENCE WHO IS **NOT** RELATED TO YOU.

| Name | Address | Telephone |
|--------------------------------|---------|-----------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ Personal Reference | _____ | _____ |

BACKGROUND INFORMATION

Do you have a valid driver's license from your state of residence? Yes No

Have you ever been involuntarily terminated, discharged or asked to resign from any job? Yes No

Have you ever been convicted of child abuse or neglect? Yes No

Have you ever been convicted of any felony or misdemeanor? Yes No

Are there any felony or misdemeanor charges pending against you? Yes No

Have you ever been disciplined or discharged for the sale or distribution of illegal drugs? Yes No

If you answered "yes" to any of the above questions, please list in the space provided below all pertinent information regarding your response(s) and any extenuating or mitigating circumstances regarding the situation. If necessary please attach a separate sheet(s) of paper to this application to complete your response. Please note that a 'yes' answer to any of the preceding questions will not necessarily be a bar to a volunteer opportunity. However, falsification, providing false or misleading answers or omitting information to any of these questions constitutes grounds for the immediate end of any volunteer opportunity. provide details on additional sheet(s) as necessary and attach to this application.

RELEASE AUTHORIZATION

I understand and agree to the fact that this application will determine my suitability to serve as an intern for the United Methodist Children's Home (UMCH) and that if selected I will not be compensated for my intern service, now or in the future. I have provided the above information voluntarily, and I certify that all statements are true and correct. I further understand that the information I have provided will be used and disclosed for UMCH purposes or to any party with legal and proper interest, and I release UMCH from any liability whatsoever for supplying such information. I agree, if I am selected to participate in this Internship Program, to abide by the Intern Policies and Procedures of UMCH.

Signature

Date

FOR USE OF HUMAN RESOURCES DEPARTMENT

Application Received _____ Background Check Completed _____

Internship Assignment _____ Internship Assignment Location _____