

application for internship

Thank you for your interest in **ywca clark county's** unpaid internship program. Please submit a current résumé with your completed application form. If you would like to utilize this internship for academic credit please include a brief summary of your school's internship requirements with your application. Selected applicants will be contacted for an interview. All applicants are notified once a decision has been reached. **ywca clark county** staff provide quality training and supervision. We are committed to making your internship at **ywca clark county** a meaningful learning opportunity.

1. Personal information

Last Name	First	Middle	Nickname
Home Address (include street address or PO Box, city, state, and zip code)			
Home Phone	Work Phone	Cell Phone	
E-mail Address		Fax No.	
Present College/University			
College/University Address			
Present Occupation and Employer			
Business Address			
Emergency Contact Person	Relationship	Emergency Contact Phone	

2. Date of birth: _____

3. Gender: _____

4. Race/Ethnic Origin (Optional)

- White Black Native American
 Asian/Pacific Islander Hispanic/Latino Other _____

5. Internship for which you are applying: _____

6. How did you learn about internship opportunities at **ywca clark county**?

7. List current and previous affiliation(s) with **ywca clark county**:

location	type	dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. What training or work experience, paid or volunteer, have you had that you feel would be helpful as a **ywca** intern?

9. What is your primary reason for applying for this internship?

10. If you have been employed outside your home, list your 2 most recent positions:

date	organization	location	supervisor	reason for leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Do you have personal transportation? Yes No Do you have auto insurance? Yes No

12. Special skills, hobbies, or interests:

13. When are you available? S M T W T F S Daytime Evening

14. Are you able to make a commitment to the hours and time period requested for this internship? Yes No

15. If not selected, are you interested in learning about volunteer opportunities with **ywca clark county**? Yes No

references

Please provide at least three references. References will be contacted by e-mail or phone whenever possible. When providing references, please abide by the following:

- Please provide a minimum of three references with current contact information, including an e-mail address whenever possible.
- Feel free to provide additional references and/or contact information if appropriate.
- Please list people who know you well enough to comment on your personal qualities such as sense of responsibility, communication skills, ability to deal positively and respectfully with diverse people, etc. However, do not list your spouse, partner, fiancé, relatives or others whose objectivity might be questioned.
- Notify references that you are applying for an unpaid internship, that they will be contacted by someone from **ywca clark county**, and that it is important to respond promptly. You may let them know that it only takes about five minutes to complete the reference form on your behalf.
- Please keep in mind that references may take two to three weeks to be returned.
- If someone you listed loses the reference form, is out of town, or fails to respond, let us know the situation and we will work with you.

Please list a minimum of 3 REFERENCES (not related) who have known you at least one year:

<p>1. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: (____) _____ E-mail: _____ Relationship: _____</p>	<p>2. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: (____) _____ E-mail: _____ Relationship: _____</p>
<p>3. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: (____) _____ E-mail: _____ Relationship: _____</p>	<p>4. Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: (____) _____ E-mail: _____ Relationship: _____</p>

request for criminal history information child/adult abuse information

ywca clark county will request criminal history information for new employees and volunteers.

Please complete the following information and sign this form below.

Have you ever been convicted of a crime or violation other than a minor traffic infraction? Yes No
(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)

If yes, please explain:

Applicant's Name: _____

Alias/Maiden Name: _____

Date of Birth: _____ Sex: _____ Race: _____

Driver's License Number/State: _____ / _____

Secondary dissemination of this criminal history record information response is prohibited.

Please check "yes" or "no" for each of the following questions if you have been:

Convicted of any crime against children or other persons? Yes No

Convicted of crimes relating to financial exploitation if the victim was a vulnerable adult? Yes No

Convicted of crimes related to drugs? Yes No

Found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor? Yes No

Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor? Yes No

Found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited a vulnerable adult? Yes No

Found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult? Yes No

Please explain all "yes" responses:

I swear under penalty of perjury, the above statement is a true and correct statement.

Signed: _____ Date: _____

Digital signatures are only valid if added after the form is complete.

You may sign digitally when you are finished, or print the form and sign with a pen.

If you have questions or would like a copy of the legal codes upon which this request is based, please contact **ywca** HR manager at **360 906 9107**.