

Internship Application

All information will remain confidential.

Name: _____ Today's Date: _____ Date of Birth: _____

Email: _____ Is email a good way to get in touch with you? Yes No

Home Phone: _____ Cell Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Program/Major: _____ GPA: _____

How many hours do you need to complete each week for your internship? _____

Internship start and end date: _____

What days and times are you available? _____

University Advisor/Supervisor: _____ Phone number: _____

Advisor's email address: _____

Expected Graduation Date: _____

Previous Experience

(Please include paid, volunteer, and internship positions. Attach additional sheets, if necessary.)

Dates Employed	Company Name/Location	Job Title / Major Responsibilities

For Office Use Only

Application reviewed: _____

Interview date: _____

Background check completed: _____

Notes:

Internship Information

What type of work should the internship include in order to satisfy your program's requirements?

What are your areas of interest? _____

Any special accommodations needed? _____

What special skills, strengths, or experiences do you bring to The Arc?

Please describe what you would like to learn or achieve by interning at The Arc:

What attracted you to pursue an internship with The Arc?

What are your plans after graduation?

References

Name: _____ Phone Number: _____
Relationship: _____ Years known: _____
Email Address: _____

Name: _____ Phone Number: _____
Relationship: _____ Years known: _____
Email Address: _____

Name: _____ Phone Number: _____
Relationship: _____ Years known: _____
Email Address: _____

Background Check:

Approved applicants will be required to pass a criminal background check prior to volunteering. Are you willing to complete a background check? Yes No

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 my application.

Signature

Date of Signature

*We would greatly appreciate receiving your résumé along with this application.
Thank you for your interest in an internship with The Arc of Whatcom County!*



Skills Inventory

Please check the skills you have and are willing to share with us when volunteering here.
All information will remain confidential.

GENERAL

- Filing
- Typing
- Graphic design
- Visual arts
- Photography
- General research
- Grant research
- Event planning & coordination
- Organization
- Communication
- Food handlers permit

TECHNOLOGY, SOFTWARE & WEB

- Microsoft Word
- Excel
- Adobe InDesign
- PowerPoint
- QuickBooks
- Microsoft Access
- WordPress Blogs/Hosting
- Web Design/Development
- Database Management
- Computer Programming
- Troubleshooting/Repair
- Multi-line Phone System

WRITING

- Journalism

- Editing
- Publishing
- Persuasive writing
- Proposal writing
- Grant writing

MEDIA & MARKETING

- Public Relations
- Marketing
- Advertising
- Social Networking (Facebook, Twitter, etc.)

NON-PROFIT

- Administration
- Fundraising
- 501 (C) 3 Experience
- Bookkeeping
- Accounting

INTERPERSONAL SKILLS

- Public speaking
- Comfortable speaking on the phone
- Good communication skills

WORK ENVIRONMENT

- Attention to detail
- Enjoy working alone
- Enjoy working with others/in a group
- High level of patience
- Other: _____

MEDICAL TRAINING

- Doctor
- Nurse
- EMT
- CPR

TRADES

- Electrician
- Plumber
- Carpenter
- Small repairs
- Other:

Are there any other skills you would like us to know about?

Are there tasks you dislike or feel uncomfortable with? Please describe.

Are you fluent in any other languages? If so, which ones?

Interests Inventory

Please check the areas of volunteer work you are most interested in. Please choose no more than eight.

AREAS OF INTEREST

- Working with children with developmental disabilities
- Working with adults with developmental disabilities
- Mailings
- Fundraising
- Help on the day of events
- Help prepare for events
- Community outreach & awareness
- Making phone calls
- Outdoor landscaping, maintenance, weeding & raking
- Young Adult Self-Advocacy Group (YASA) – *Help young adults with developmental disabilities become strong advocates for themselves, work on community projects, and build lasting friendships. Time commitment: 2-3 hours on the first Thursday afternoon of the month.*
- Parent Coalition* – *Work in support of information and education programs for families of individuals with developmental disabilities. Time commitment: at least 2-3 hours per week.*
- Whatcom Taking Action* – *A collaborative community effort to expand local resources for children and youth with special healthcare needs. Time commitment: at least 2-3 hours per week.*
- Whatcom Infants & Children's Council* – *Help support and improve early intervention services for children in Whatcom County. Visit <http://whatcomicc.wordpress.com> for more info. Time commitment: at least 2-3 hours per week.*
- Researching, organizing, and distributing resource information in print, electronic, web, and social media formats
- Board of Directors

**Internships available.*