**Instructions:** Applicants must be currently enrolled in a minimum of 6 units of undergraduate courses or 4 units of graduate courses at [**College name**] and be in good academic standing. Students on academic probation are not eligible to apply. In addition, applicants must have completed a minimum of one year of undergraduate study by the start of the internship.

Refer to [**Hyperlink to Website**] for application deadlines. Submit completed applications **with a resume** via e-mail to [**Email where applications will be received**] or physically drop off at the office [**office address**] by the specified deadline. For questions, please contact [**Name of intern coordinator**] at [**Internship coordinator’s email**]

**Personal Information:**

Name:       Phone Number:

Student ID #:

Current Address:

Portal Username:

Major:        Minor:       Advisor:

Student Status (undergraduate or graduate):      

Expected Graduation: Month       Year

Do you have a car (circle one)? **YES NO** Are you willing to travel? **YES NO**

**How did you hear about our organization?**

Class/Department  Flyers/Tabling/Presentations

Friend: Intern/Student Staff

Student Announcements  Advisor/Professor Name:

Mentor Department:

Other:

**Applying for: (This is an unpaid internship)**

Circle One: Spring Summer Fall Year:

Commitment  90 hrs (2 units, 6-8 hrs/wk)  300 hrs (for HCSV majors only)

Level:  135 hrs (3 units, 9-12 hrs/wk)  SWRK Seminar (for SWRK majors only)

Other:

**Do you intend in enrolling for units?** **YES NO**

For Future Employment: We requires all students to do a minimum of 135 internship hours in one semester or 90 internship hours each semester for two semesters to be eligible apply for paid student employment. We consider the summer also a semester.

**Please describe which option you are interested in working in and why:**

Visit our website for an explanation of possible opportunities [**URL to Website**] You may be involved in multiple options during your internship.

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**Please describe any previous experience or current affiliations you have with other on-campus clubs, programs, student organizations, etc.**

**Do you have any special skills that we should be aware of? (e.g. bilingual, computer software experience, etc.)** **Please Describe:**

**Availability Information:**

**Please write in your availability for each day. (This does not solidify your schedule. This will help determine which activities you would be able to be a part of.)**

Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you able to work on weekends?

Is there anything else we should be aware of?

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**Signature:**       **Date:**

*Thank you for your interest!*