INTERNSHIP APPLICATION/QUESTIONNAIRE

General Information (please print)

Name: _____ **Phone Number:** _____

Present Address: _____
Street   City   State   Zip
E-mail address: _____

Requested Internship (please check one):

_____ 2014 Fall Internship (September - December)
_____ 2015 Winter/Spring Internship (February - May)
_____ 2015 Spring/Summer (March - July)
_____ 2015 Summer (June - August)

School/University _____   Expected Graduation Date _____

_____ *Yes, I can receive school credit*
        Professor   _____   Hours Required _____
        Major/Minor   _____ _____
_____ *No, I cannot receive school credit*

Interest – please mark top 3 areas of interest

_____ Auction   _____ Marketing/Promotions/Registration
_____ Hospitality   _____ Public Relations/Social Media
_____ Volunteer Coordination   _____ Sponsorship Fulfillment/Sales

Computers:

Please rate on a scale of 1 to 5 how familiar you are with the following computer programs:
(1 being not familiar, 5 being an expert)

_____ Word   _____ Excel   _____ PowerPoint   _____ Photoshop

Availability

Please mark the times that you are available to work in the office. This does not mean that you will be working every day; we will work out a schedule with you.

MONDAY	*TUESDAY*	*WEDNESDAY*	*THURSDAY*	*FRIDAY*

INTERNSHIP QUESTIONS

1. Why are you interested in the areas you marked down?

2. What other commitments do you have? (job)

3. What are your strong points?

4. Have you done anything in the past (or currently) that might prepare you for this internship?

5. Do you work better in a structured or a free environment?

6. Do you see yourself as a flexible person? Why do you think this is an important quality?

7. What is your ultimate "dream" job?

8. Please list any internship experiences you have had:

9. Please give a brief description of your internship goals:

10. Please tell us why you think you would be an asset to our company.