**INTERNSHIP PROGRAM INFORMATION**

Access 2 Independence offers unpaid internships to current students and recent graduates interested in learning the inner workings of a small nonprofit organization. Interns will be paired with a team member for one-on-one mentorship to gain hands-on experience in their area of interest.

We are looking for organized and creative self-starters who can manage multiple tasks and communicate effectively with a diverse audience. All interns should have a strong work ethic, maintain close attention to detail, and be able to work independently as well as a part of a team.

Applicants must:

* + Be available to work 12–20 hours per week during regular business hours in the offices of Access 2 Independence (some weekend or evening hours may be required depending on the specific internship).
  + Have excellent verbal and written communication skills and a high level of computer competency.
  + Be self-motivated, organized, willing to help with any project no matter how large or small and be able to balance multiple priorities at once.
  + Have a strong desire to make a difference, a passion for the mission and vision of Access 2 Independence, and a positive attitude.

|  |  |  |
| --- | --- | --- |
| **Semester** | **Application Deadlines** | **Internship Dates** |
| Spring 2014 | Dec 13, 2013 | Jan 10–May 2, 2014 |
| Summer 2014 | May 2, 2014 | May 19–Aug 8, 2014 |
| Fall 2014 | Aug 8, 2014 | Aug 22–Dec 5, 2014 |

If you meet all of the above requirements and would like to be considered for an internship, please submit a completed application along with a cover letter and resume detailing your interest in the internship and any relevant experience you may have. Please be aware that not all positions will be available every semester, and we will begin interviewing select candidates before the application deadlines listed below.  
  
  
Access 2 Independence is an equal opportunity employer. Discrimination due to race, color, religion, sex, disability, sexual orientation or national origin is prohibited.

For more information or to fill out an application online, please visit:  
  
[www.Access2Independence.org/get-involved/internships](http://www.Access2Independence.org/get-involved/internships)

****

**INTERNSHIP APPLICATION**

In order to be considered for an internship with Access 2 Independence, you must submit a signed and completed application form along with a cover letter and resume detailing relevant experience and recent word history. Please refer to each internship description to determine if applicable items, such as a writing sample, are required. All application items must be submitted in a complete package and incomplete applications will not be reviewed.

|  |
| --- |
| Name(s) of Internship(s) for Which You Are Applying: |

|  |  |
| --- | --- |
| Name:  Current Address:  Mailing Address (if different): | |
| Telephone Number (Day): | Telephone Number (Other): |
| Email Address: | What is the best way to contact you? |
| Are you legally eligible to work in the U.S.?  If you are not a U.S. citizen, are there any restrictions to your employment?  Are you requesting academic credit for this internship?  In which semester would you prefer to complete your internship?  If you are not selected for an internship with Access 2 Independence, would you be interested in being considered for future internships in the same department?  Applications are kept on file for a year following the initial internship application period. You will be notified should your materials be included in a subsequent application process. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | | | |
| TYPE OF SCHOOL | NAME | DEGREE/DATE | MAJOR |
| High School |  |  |  |
| College |  |  |  |
|  |  |  |  |
| Honors and/or Liscenses: | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** *Please include paid, volunteer, and intern positions.* | | | | |
| Most Recent Employer: | | | Telephone Number: | |
| Address:  Supervisor (Name & Title): | | | | |
| Position Title: | Start Date: | | | End Date: |
| Description of Duties: | | | | |
| Employer: | | Telephone Number: | | |
| Address:  Supervisor (Name & Title): | | | | |
| Position Title: | Start Date: | | | End Date: |
| Description of Duties: | | | | |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Name: | Telephone Number: |
| Company/School: | |
| Relationship: | Known How Long? |

|  |  |
| --- | --- |
| Name: | Telephone Number: |
| Company/School: | |
| Relationship: | Known How Long? |

|  |  |
| --- | --- |
| Name: | Telephone Number: |
| Company/School: | |
| Relationship: | Known How Long? |

|  |
| --- |
| Is there anything else you would like for the review committee to know that is not covered in this application, your cover letter, or your resume? |

I certify that all of the information included 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 me or for my dismissal.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| SIGNATURE |  | DATE |