



## 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.