

Project Payback Internship Application

CONTACT INFORMATION:

Full Name: _____ E-Mail: _____

DOB: _____ SSN: _____

Phone: _____ Alternate Phone: _____

Gainesville Address: _____

Permanent Address: _____

Emergency Contact (name, relationship & ph number): _____

EDUCATION:

College/University & Year: _____

Major/Minor: _____ GPA: _____

Community/University Involvement &/or Relevant Coursework: _____

If Applicable, Internship Requirements (please include # of hours, specific projects, etc): _____

EMPLOYMENT HISTORY: (two most recent jobs within last five years)

1. Company: _____ Supervisor: _____

Position: _____

Dates Employed: _____

2. Company: _____ Supervisor: _____

Position: _____

Dates Employed: _____

GENERAL INFORMATION:

Attributes/skills you could offer Project Payback: _____

Why do you want to intern for Project Payback? _____

Where do you hope to be in five years? _____

In what way(s) will interning help you achieve your goals? _____

Project Payback Intern/Volunteer Application

Have you ever been in trouble with the law? Arrested, sworn complaint filed, and/or charged with a crime or delinquent act? If so, explain. _____

Any other information you would like me to consider when reviewing your application: _____

Please check all that apply:

- I have experience with office management and/or administrative/clerical duties.
- I have experience drafting professional documents.
- I have experience making business phone calls.
- I have experience with professional face-to-face interactions with clients and/or consumers.
- I have experience with special projects, such as creating databases, brochures, website, etc.
- I have experience with planning special events and/or training conferences.
- I have experience working directly with youth.
- I plan on applying for law school.
- I plan on applying for graduate school. Field: _____
- I plan on applying for a job in social work, victim services, non-profit community agencies, etc.
- I plan on applying for a job in a different field. Field: _____

I understand that I must be able to commit to between 10 and 12 hours per week, for the duration of a minimum of one full semester. Morning shifts are from 9:00am to 12:00pm, and afternoon shifts are from 1:30pm to 5:00pm.

I am available to work _____ hours/week during the following day(s) and time(s):

	Monday	Tuesday	Wednesday	Thursday	Friday
Begin					
End					

Thank you for your interest in the Project Payback Program. Please include a cover letter with this application. If you have a résumé, please also include it when submitting your application. If you have any questions, please call Kris Kelly at (352) 338-7395. You can submit your application either by mail, fax #381-0170, or in-person to the following:

Kris Kelly
120 West University Avenue
Gainesville, FL 32601

1. I certify that the information on this application is correct and complete, and I understand that any false or misleading information is grounds for immediate dismissal.
2. I give the State Attorney's Office permission to conduct a comprehensive background investigation regarding my previous employment, general reputation, educational background, and/or criminal history.

Signature

Date