



INTERNSHIP APPLICATION/QUESTIONNAIRE

General Information (please print)

Name: _____ Phone Number: _____

Present Address: _____

Street City State Zip

E-mail address: _____

Requested Internship (please check one):

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

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.