

# Internship Application

Name (Last, First, MI):		Birthdate: / /	Age:
Address:			
Home phone:		Cell phone:	
Email:			
School Name:			
School Address:		Classification:	
		GPA:	
List skills:		Interest (rank 1 – 5 w/ 5 being least liked): <input type="checkbox"/> Clerical duties <input type="checkbox"/> Events <input type="checkbox"/> Field work <input type="checkbox"/> Newsletter production <input type="checkbox"/> Volunteer coordination	
How did you hear about this position?			
Will you be getting school credit for this internship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Days available: MONDAY    TUESDAY    WEDNESDAY    THURSDAY    FRIDAY    SATURDAY Hours: _____			
Date available to start: / / 20_____		Are you available on weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Person to Notify in Case of Emergency

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# Internship Application - continued

Have you previously interned anywhere, and if so where? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What extra-curricular activities/clubs are you involved with?	
What are your future career goals?	

**What do you hope to gain from an internship with us?**  
(Answer on space provided below)


***By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an intern, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **Wednesday Journal Publications Internship Application - Checklist**

***The following MUST be enclosed in your application packet to be considered for the position:***

- This completed Internship Application form
- Updated Resume

Return the COMPLETED application packet to Alicia Plomin at:

Wednesday Journal  
141 S. Oak Park Avenue  
Oak Park, IL 60302

Phone: 708 – 613 – 3344 Fax: 708 – 524 – 0447

# **Wednesday Journal Publications Application – Review Sheet**

*For Personnel Department Use Only*

**INTERVIEW CHECKLIST**

1. Application reviewed on \_\_\_\_\_ by \_\_\_\_\_
2. Denial letter sent \_\_\_\_\_
3. Interview letter sent \_\_\_\_\_
4. Interview scheduled for \_\_\_\_\_

**ADDITIONAL NOTES:**

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