

**Internship Application Form**

**Today’s Date**\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information**

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial \_\_\_\_

Current Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_

Current Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_

Permanent Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously been interned or volunteered with The Artists Collective? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when and where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College or University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major/Concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree awarded or working toward \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of semesters completed \_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated graduation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Information**

Project(s) for which you are applying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term(s)

\_\_\_Summer (May through August) \_\_\_Fall (September through November)

Will you seek academic credit for this internship? **YES NO**

If seeking academic credit, interns are responsible for obtaining and meeting their specific program requirements. The Artists Collective will provide necessary documentation for credit upon request.

Please provide contact information, if any, for your academic advisor.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be available for?

\_\_\_Full-time, 35 hrs/week \_\_\_Part-time, 10 to 20 hrs/week

Days available (Please circle)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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List any special skills, interest, and/or training

Background or experience

\_\_\_Performing Arts \_\_\_Martial Arts \_\_\_Lighting & Set Design

\_\_\_Customer Service \_\_\_Fundraising \_\_\_Education

\_\_\_History \_\_\_Research \_\_\_Graphic Arts

\_\_\_Marketing/Sales \_\_\_Writing \_\_\_Computer Skills

**References**

Please provide two professional references. Do not list friends or relatives

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long have you known this reference? \_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_How long have you known this reference? \_\_\_\_\_\_\_\_\_

**Attachments**

Please submit the following materials as part of your application package.

Cover Letter:

Resume: Attach a resume in which you list relevant coursework, work experience and other experience that relate to the internship project for which you are applying.

Letter of recommendation: Provide one letter of recommendation from a current or former professor or employer in a sealed envelope. Indicate in this application if the letter is included or will be sent separately.

It is noted that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is not an employee of the Artists Collective and is an independent contractor.

If the parties agree to the above terms and conditions, please sign below where indicated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return completed application and attachments via email or mail to:**

**Herb Virgo, Intern Program Coordinator**

**Miriam Roane, Vice Chair Board of Directors**

**c/0 The Artists Collective**

**1200 Albany Avenue**

**Hartford, CT 06112**

**Contact Herb:** [**keneyparksustainability@gmail.com**](mailto:keneyparksustainability@gmail.com) **Phone: 860-833-9828**

**Contact Miriam:** [**miriamroane@gmail.com**](mailto:miriamroane@gmail.com) **Phone: 860 729-4250**