

# Application for Internship

Jewish Museum

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_ Age (If under 18): \_\_\_\_\_

## Education

### Current

Name of Institution: \_\_\_\_\_

Type of Degree/Diploma: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Number of Credits Completed: \_\_\_\_\_ Grade Point Average (GPA): \_\_\_\_\_

### Previous

Name of Institution: \_\_\_\_\_

Type of Degree/Diploma: \_\_\_\_\_ Course of Study: \_\_\_\_\_

Graduation Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Number of Credits Completed: \_\_\_\_\_ Grade Point Average (GPA): \_\_\_\_\_



**List of Special Skills and Abilities**

For example, foreign languages, computer skills, office machines, typing, etc.:

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**Availability**

Dates Available: From \_\_\_ / \_\_\_ / \_\_\_\_\_ to \_\_\_ / \_\_\_ / \_\_\_\_\_

Please fill in the hours you are available to work in the chart provided.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

Total Number of Hours Desired: \_\_\_\_\_ Hours Per Week Desired: \_\_\_\_\_

Type of Internship Sought: \_\_\_\_\_

**Employment History** (Start wth most recent)

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ From: \_\_\_ / \_\_\_\_\_ to \_\_\_ / \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Briefly describe duties and responsibilities: \_\_\_\_\_

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Phone: ( \_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_

May we contact your supervisor for a reference?      **Yes**      **No**

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ From: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Briefly describe duties and responsibilities: \_\_\_\_\_

Phone: ( \_\_\_ ) - \_\_\_ - \_\_\_\_\_

May we contact your supervisor for a reference?      **Yes**      **No**

### **Personal Statement**

Please let us know about you, including your interests, goals, and hobbies:

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**List of References and Contact Information** (Please no relatives):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_ ) - \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_ ) - \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Relation: \_\_\_\_\_