

Help and Emergency Response Inc.

P.O. Box 2187
Portsmouth, VA 23702
Office: 757.485.1445
Hotline: 757.485.3384
www.hershelter.com



Application for Internship

An Equal Opportunity Employer

We are an equal opportunity employer and we do not and will not discriminate on the basis of race, religion, national origin, gender, age, disability, sexual orientation, or marital status. Information provided on this application will not be used for any discriminatory purpose.

Please provide all information requested even if a resume is attached. Submit your application through the mail to:

The HER Shelter

Attn: Volunteer Coordinator

PO Box 2187

Portsmouth, VA 23702

Your completed application form will be maintained in our files for (6) months from the date of application. You may submit a new application at any time. A criminal background check (with a separate \$19.00 fee) is required for everyone who interns with H.E.R. Shelter. All internships are unpaid.

General Information

Last Name	First	MI	Other Name(s)	Date of Application
Street Address			City, State	Zip
E-Mail Address			Home Phone	Cell Phone
Type of Internship desired			How many hours must you fulfill?	How did you learn about The HER Shelter?
Days/Hours Available Sun _____ Mon _____ Tues _____ Wed _____			When will your internship take place? Thurs _____ Fri _____ Sat _____	



Internship Application

Education

School Name	Location (city, state)	Number of Years Completed	Degree/Major
High School			
College			
Other			

Computer and Office Experience

Computer skills:

PC Mac

Word Excel

One Note Publisher

Please list other skills, equipment, or language experience:

Reference: Please list (2) references other than relatives

Name	Relationship	Address (Street, City, State, Zip)	Phone Number (Area code)	E-mail Address

May we contact your college advisor? Yes No

Advisor's Name _____ Phone Number _____

Have You Ever Been Convicted of a Crime? Yes No

If yes, please explain. A conviction will not necessarily result in the denial of placement.

Internship Application



Have you ever been discharged or asked to resign from a position? Yes No

If yes, please explain _____

Employment Record:

Begin with your most recent employer from the last 4 years. If more space required, include in attached resume.

Name of Employer	Your Last Job Title
Street Address	City, State
Supervisor's Name	Phone Number
Reason for Leaving	
List the duties you performed, skills used or learned and advancements or promotions you received while you were employed in this position.	

Name of Employer	Your Last Job Title
Street Address	City, State
Supervisor's Name	Phone Number
List the duties you performed, skills used or learned and advancements or promotions you received while you were employed in this position.	
Reason for Leaving	

Internship Application



Name of Employer	Your Last Job Title
Street Address	City, State
Supervisor's Name	Phone Number
List the duties you performed, skills used or learned and advancements or promotions you received while you were employed in this position.	
Reason for Leaving	

What expectations do you have for your internship with H.E.R. Shelter?

What educational requirement on the part of your supervisor here at the shelter, must be met to satisfy your internship with H.E.R. Shelter?

Will H.E.R. Shelter be required to provide a written evaluation of your Internship?

What skills could you offer us as an intern?



Internship Application

Indicate any honors, certificate, or licenses held:

Past or Present professional business or civic organization: (you may omit any or organization which reflects your race, color, religion, age, sexual orientation, marital status or disability)

Volunteer experience: (you may omit any experience which reflects your race, color, religion, age, sex, sexual orientation or disability)

****H.E.R. Shelter is a Drug Free Workplace in accordance with the Drug-Free Workplace Act of 1988. Every employee may be required to participate satisfactorily in random drug testing. ****

I hereby certify that the answers and other information on this application are true and correct. I understand that any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if placed. I understand that my placement may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my placement, and that my continued placement depends upon the will of company or myself.

I hereby authorize H.E.R Shelter to obtain information pertaining to my previous employment, references, and criminal background check. I understand that references and information disclosed within this application are subject to verification. References will be contacted and a criminal background check will be conducted through the Virginia State Police Department for a fee of \$8.00, paid by the intern applicant. The following information will then be evaluated before a formal offer of placement will be made to the applicant.

Signature

Date



Internship Application

Intern Standards of Conduct

All H.E.R. Shelter staff, interns and volunteers are expected to maintain appropriate Standards of Conduct that are pertinent to the facility.

Timely and Regular Attendance Performance

- * Interns will sign their first and last names in the Volunteer Book located in the hotline room. Any schedule changes please notify the Volunteer Coordinator at least two days prior or as soon as possible.
- * Violation of these terms or agreements without following the proper procedures may result in termination.

Intern Performance

- * Interns are expected to meet specific program requirements. Any conditions or circumstances that will prevent volunteers from completing their assigned tasks should be reported immediately.
- * Evaluations will be completed during and after internship is completed.

THE FOLLOWING WILL NOT BE TOLERATED AND WILL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM H.E.R. SHELTER AND THE INTERNSHIP PROGRAM:

1. Any violent behavior, including spanking and swearing; this also includes abusive behavior towards staff, other volunteers, or residents (verbal or physical).
2. Weapons on shelter property.
3. Stealing.
4. Tampering with shelter security system, including door or window sensors.
5. Disclosing location of the shelter.
6. Divulging confidential information.
7. Alcohol or any illegal drug use.
8. Sexual activity in the shelter.
9. Leaving children unsupervised.
10. Not complying with H.E.R. Shelter Policies and Procedures.

Violations of the Standards of Conduct which undermines the effectiveness of H.E.R. Shelter activities and/or would discredit or injure the public service, will either be re-assigned or terminated at the discretion of the organization.

Name _____ Date _____

Volunteer Coordinator _____