

# The National Institute for the Clinical Application of Behavioral Medicine - Internship

## YOUR INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address, City, State: \_\_\_\_\_  
School Address, City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EDUCATION

What school are you attending? \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Major: \_\_\_\_\_ How many credits are you taking? \_\_\_\_\_  
What is the approximate length of your commute to our office? Miles: \_\_\_\_\_ Minutes: \_\_\_\_\_

## TECHNICAL APTITUDE

For each type of computer application listed below, please name the software you've worked with and rank your proficiency according to the following scale: (5) I could teach it; (4) I could use it without questions; (3) I've been proficient but I might have to ask some questions to refresh my memory; (2) I've only used it a few times; (1) I was taught, but have no practical experience.

	Software	Rank
Word Processing:	_____	_____
Spreadsheet:	_____	_____
Database:	_____	_____
Web:	_____	_____
Graphic:	_____	_____
Video:	_____	_____
Other:	_____	_____
Database:	_____	_____

If you've designed a webpage or would like us to see your portfolio, please list the URL here: \_\_\_\_\_  
\_\_\_\_\_

## SOCIAL MEDIA

Please list all social media you have used (Facebook, YouTube, Twitter, Blogger, etc), or are currently using, and rank your experience with each using the following scale: (5) I could teach it; (4) I could use it without questions; (3) I've been proficient but I might have to ask some questions to refresh my memory; (2) I've only used it a few times; (1) I was taught, but have no practical experience.

Facebook:	_____	_____
Twitter:	_____	_____
Instagram:	_____	_____
YouTube:	_____	_____
Other:	_____	_____

## EMPLOYMENT HISTORY

Where were you last employed? \_\_\_\_\_  
Are you still employed there? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If No, what was your date of separation? \_\_\_\_\_  
How long did you work there? \_\_\_\_\_ What was/is your reason for leaving? \_\_\_\_\_

If that job was for less than 2 years, list your previous job: \_\_\_\_\_

How long did you work there? \_\_\_\_\_ What was/is your reason for leaving? \_\_\_\_\_

What was your date of separation? \_\_\_\_\_

Please provide the name and number of a business reference: \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

What would be your preferred schedule? \_\_\_\_\_

If hired, how soon could you begin? \_\_\_\_\_

The pay for this internship is \$15 an hour. Do you agree with the hourly rate: Yes: \_\_\_\_\_ No: \_\_\_\_\_

### **YOUR CURRENT SCHEDULE**

Please list the hours you are available to work between 8:30am and 6pm on these days:

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Minimum hours per week: \_\_\_\_\_ Maximum hours per week: \_\_\_\_\_

Are you available for work during the following:

Fall Semester: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Winter Break: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Spring Semester: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Spring Break: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Summer Break: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please send this application, your resume, and a cover letter to [hiring@nicabm.com](mailto: hiring@nicabm.com).

**\*\* Please make the subject of your email the title of the position for which you are applying. \*\***