

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. ****