

Hidden Villa Internship Application 2009-2010

NAME: _____ PHONE: _____

SOCIAL SECURITY # _____ E-MAIL: _____

Permanent Address: _____ Phone: _____
Street City State Zip Area/phone

Current Address: _____ Phone: _____
Street City State Zip Area/phone

EDUCATION

	Name of school	City, State	Degree/major
High School			
College			
Grad school/other			

PAST EMPLOYMENT (please use additional paper if needed)

Dates	Employer	Address/Phone	Type of Work	Supervisor	Reason for Leaving

BUSINESS OR PROFESSIONAL REFERENCES

Name	Position/Relation	Years Known	Phone Number

Internship applying for: _____

Dates Available From: _____ To: _____

Interview Availability: In person (at Hidden Villa) Phone (out of the area **only**)

Best time to reach you: _____ If by Phone: (_____) _____

Are you at least 18 years old? Yes No Are you legally entitled to work in the United States? Yes No

Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice? Yes No

Have you ever worked for Hidden Villa before? _____

Do you have any friends or relatives working for Hidden Villa? Yes No

If yes, state name(s) and relationship. _____

(Having a friend or relative who works for Hidden Villa will not disqualify you from an internship, but Hidden Villa may not place you in a direct supervisory or reporting relationship to a friend or relative.)

Have you ever been convicted of a felony? Yes No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case.

(Conviction of a felony will not necessarily disqualify you from an internship. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)

Occupation/Careergoals: _____

Experience working with children: _____

Cooperative Living Experience: _____

Special skills or interests: _____

Foreign language skills: _____

As it is the mission of Hidden Villa to foster multi-cultural understanding and respect for diversity, we seek applicants who will serve as positive role models to a diverse student/camper population. Please state any of your own experiences, affiliations, or activities which would be relevant to this goal. _____

How did you hear of this internship? _____

Environmental Education & Community Program Intern applicants:

Are you willing to abide by our “No Alcohol” policy (for the duration of Summer Camp)? Yes No

DISCLOSURE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION

I hereby authorize Hidden Villa and/or any entity directed by Hidden Villa to obtain a background report for internship purposes. I understand this report may include inquires regarding my educational background, work history; court records, including criminal conviction record, as permitted by law; driving history if driving is part of any job duties; and references obtained from professional and personal associates.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to Hidden Villa or other entity that obtains information for Hidden Villa. I further fully release Hidden Villa, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to Hidden Villa concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand that an offer of internship is contingent upon the outcome of my background check, and that this Disclosure and Authorization is not an offer for internship Hidden Villa or a contract for internship with Hidden Villa.

Internship candidates at Hidden Villa are considered on the basis of their own merits and qualifications for the position for which they apply. Hidden Villa does not discriminate on the basis of sex, race, age, religious creed, color, ancestry, veteran status, pregnancy, disability, sexual orientation, marital status, national origin, or any other classification protected by applicable employment discrimination law.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for this internship and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application shall be grounds for rejection of this application or for immediate discharge, regardless of the time elapsed before discovery.

Print your name

Signature/Date

TO APPLY: Please see instructions on our website at www.hiddenvilla.org