

# RCIS Internship Application

Please fill out all information and mail with resume to  
Rape Intervention Service of Carroll County  
P.O. Box 1563  
Westminster, MD 21158

Full Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Major: \_\_\_\_\_

How many hours needed to fulfill internship requirement:

Hours Available to work: (Monday-Friday 9am-5pm)

	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.					
P.M.					

Approximately how many hours per week do you wish to work?

Are you available for:  Fall  January  Spring  Summer

Are you authorized to work in the United States:  Yes  No

Check Items in which you have working knowledge:

- Customer Service
- Data Entry
- Fax Machine
- Photocopier
- Filing
- Public Contact
- Receptionist
- Excel
- Word Perfect
- PowerPoint
- Microsoft Outlook

Reference Name	Telephone Number	
Mr./Ms.	( ) -	Relationship to you:  Company:
Mr./Ms.	( ) -	Relationship to you:  Company:
Mr./Ms.	( ) -	Relationship to you:  Company:

**Professional References:** (people who can comment on job performance)

**Have you ever been convicted of a felony in the past 10 years** (exclude misdemeanors):  No       Yes (If yes, please explain)

**FAILURE TO SIGN THE FOLLOWING STATEMENT AND CONSENT DISCONTINUES THE EMPLOYMENT PROCESS:**

I hereby certify that information on this application is accurate and complete to the best of my knowledge, and subject to verification by Rape Crisis Intervention Service. I understand that any omission or misrepresentation of information called for may be cause for immediate dismissal, in the event of my subsequent employment. I agree to complete any additional forms required by RCIS for employment and security bond.

Signature:

Date:

**Please answer the following questions:**

**Why are you interested in working for Rape Crisis Intervention Service of Carroll County?**

**How did you learn about our agency?**

**What makes you a good candidate for this internship?**

**Are you creative?...I am writing a book entitled “101 Everday Uses for the Common Red Brick.” Can you give me 5 uses for the common red brick?**

**As an RCIS intern, I agree to the following:**

a.) Maintain client and agency confidentiality at all times. A client has the right to privacy in all areas including, name, address, crime circumstances as well as immediate and past concerns or issues. Information will be shared within the agency. A signed release by the client is required to divulge information beyond Rape Crisis personnel. Failure to safeguard a client’s confidentiality is ground for immediate termination.

Initial here\_\_\_\_\_

b.) Interns are expected to conduct themselves in a professional and ethical manner at all times, regardless of whether clients are present or not. Any problems or concerns that interns may have are to be brought to the immediate attention of their supervisor.

Initial here\_\_\_\_\_

c.) Make a good faith effort to follow the rules, policies, and procedures of Rape Crisis Intervention Service.

Initial here\_\_\_\_\_

d.) I agree for RCIS to complete a criminal background check on my behalf.

Initial here\_\_\_\_\_

e.) I understand I am responsible for completion and submission of all required documentation for this internship through my college/university.

Initial here\_\_\_\_\_

**I have read each point and will make an earnest and good faith effort to comply**

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Rape Crisis Intervention Service of Carroll County**  
**224 N. Center Street Room #102**  
**Westminster, MD 21157**  
**Office: 410-857-0900**  
**24 Hour Hotline: 410-857-7322**  
**[info@rapecrisiscc.org](mailto:info@rapecrisiscc.org)**