

Internship Application

Please complete and return to Leslie via mail to Rape Crisis Intervention Service of Carroll County, PO Box 1563, Westminster, MD 21158 or via email at lkwhite@rapecrisiscc.org

Full Name: _____ Pronouns: _____

Phone: _____ Email: _____

Local Address: _____

Permanent Address: _____

Major & Concentrations: _____

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

Do you have any pending court cases? Yes No

If yes, please explain: _____

Is this internship required by a class you are taking? Yes No

If yes, how many hours are required to fulfil this requirement? _____

If no, how many hours per week do you wish to intern? _____

Which session(s) are you applying for? Fall Jan. Spring Summer

Please indicate your daily availability below:

	Mon	Tues	Wed	Thurs	Fri
9AM – 10AM					
10AM – 11AM					
11AM – 12PM					
12PM – 1PM					
1PM – 2PM					
2PM – 3PM					
3PM – 4PM					
4PM – 5PM					

Please provide three professional references below:

1. Full Name: _____ Company: _____

Phone: _____ Email: _____

Relationship to you: _____

2. Full Name: _____ Company: _____

Phone: _____ Email: _____

Relationship to you: _____

3. Full Name: _____ Company: _____

Phone: _____ Email: _____

Relationship to you: _____

Please answer the following questions:

1. Why are you interested in an internship with Rape Crisis Intervention Service of Carroll County (RCIS)?

2. What makes you a good candidate for this internship?

3. What skills or experiences do you have that would be helpful in an office setting? (Social media, data entry, event planning, office programs etc.)

As an RCIS Intern, I _____ (print name) agree to the following:

- a. To maintain client and agency confidentiality at all times. A client has the right to privacy in all areas including name, address, and 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 RCIS personnel. Failure to safeguard a client's confidentiality is grounds for immediate termination.

Initial: _____

- 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: _____

- c. To make a good faith effort to follow the rules, policies, and procedures of RCIS.

Initial: _____

- d. I understand that any offer with RCIS may be conditioned upon the successful completion of **background and reference checks**.

Initial: _____

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

Initial: _____

**Failure to sign the following statement and consent
discontinues the employment process.**

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct, and that I have not knowingly withheld any fact or circumstance, which if disclosed, would affect my application unfavorably. I understand that any misstatement, omission of fact, or provision of unrequested information on this application may result my application not being considered.

Signature: _____ Date: _____