



## INTERN APPLICATION FORM

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

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

\_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Are you a member of AFPLI Chapter?: \_\_\_\_\_

How did you hear about the AFPLI Intern Program?: \_\_\_\_\_

\_\_\_\_\_

Why do you want to be a development intern? On a separate sheet of paper, please explain your motivation for applying to AFPLI's Intern Program and what you hope to achieve.

Tell us about you... Attach a resume or answer the following questions:

### Education

- High School: \_\_\_\_\_
- College(s): \_\_\_\_\_
- Degree(s): \_\_\_\_\_
- Certificates/Licenses: \_\_\_\_\_
- Awards: \_\_\_\_\_

### Employment History

- Company Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Job Description: \_\_\_\_\_
  
- Company Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Job Description: \_\_\_\_\_
  
- Company Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Job Description: \_\_\_\_\_

List any development related experience, including volunteer activities:

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### References

- Please list three references that we may contact. Include addresses and phone numbers. At least one must be from a present or former employer:

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### **Agreement/Expectations**

AFPLI Internships are 12 week/180 hour work experiences. As an AFPLI Intern, you will be paid a stipend of \$1,000 from the Chapter and *may* additionally receive up to \$42.00 per week from the organization for which you intern. You will be interviewed by both the AFPLI Chapter committee and the agency which is interested in securing an intern. Both the intern and the organization must agree to the relationship and either may decline the opportunity without prejudice. Upon accepting an internship, you should expect the following;

- A clearly defined and previously approved job description
- Set work hours up to 15 hours a week
- Weekly personal supervision
- Two written reports (shared with the AFPLI Chapter Intern Program Committee); mid term progress report and a final review.
- Inclusion in related departmental meetings
- Direct Receipt of AFPLI stipend and agency supplemental payments (if applicable) in a timely fashion- the first following the agency mid term report and the second following the agency final report.
- Job search mentoring should you request it
- Upon notification to the AFPLI Chapter Administrator, the internship may be terminated by the organization or intern without prejudice (barring illegal or grossly inappropriate behavior).