



## Sustainable Directions Internship Program Student Application

### Contact Information

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

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

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

Address: (Street, Apt. #): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Current Grade:  9  10  11  12 Expected Graduation Date: \_\_\_\_\_

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

Teacher/Advisor: \_\_\_\_\_

### Student Profile

Total number of days absent this year: \_\_\_\_\_ Total number of tardies this year: \_\_\_\_\_

Extracurricular activities (sports, drama, clubs, etc.):

Community or volunteer activities:

Special skills or talents you possess and/or machines and equipment you can use:

Please list below any languages you use fluently in addition to English

Listen & Speak: \_\_\_\_\_

Read: \_\_\_\_\_ Write: \_\_\_\_\_



### Employment History

List most recent employer first. **Include volunteer work and internships.** (You may attach resume)

1. Name of employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Immediate supervisor: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Tasks/type of work: \_\_\_\_\_  
 Date first employed (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Date left: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

2. Name of employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Immediate supervisor: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Tasks/type of work: \_\_\_\_\_  
 Date first employed (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Date left: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

3. Name of employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Immediate supervisor: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Tasks/type of work: \_\_\_\_\_  
 Date first employed (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Date left: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Do you know how to type?  yes  no Words per minute: \_\_\_\_\_

Your computer experience:  expert  some  very little  none

Nature of experience (classes taken, operating systems and software programs you can use):

Is there anything else you would like to tell us about your employment history?

## References

Please provide the names and contact information of **at least 2** professional references. These should be former employers or supervisors, teachers or school administrators and should not be people who are related to you or in your peer group. Remember to ask first before listing someone as a reference.

### FIRST REFERENCE

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

Work Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

How do you know this person? How does this person know you?

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### SECOND REFERENCE

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

Work Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

How do you know this person? How does this person know you?

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### THIRD REFERENCE (OPTIONAL)

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

Work Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

How do you know this person? How does this person know you?

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## Student Reflection

Please answer the following questions completely. This is an opportunity to display your written communication skills, so use complete sentences. You are encouraged to type your responses and attach a separate sheet.

1. Why are you interested in this internship program? Why are you interested in working for a socially progressive business, organization or agency?

2. What do you expect to gain from this internship?

3. Describe the one accomplishment of which you are most proud?

4. List three things you do well right now.

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5. List three things you would like to learn to do better.

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6. What is your favorite academic subject? Why?

7. Grade point average last semester: \_\_\_\_\_. Why do you believe you earned this GPA?

8. Describe yourself in three words.

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9. Do you prefer to work alone or in a team? Why?

10. What goals have you set for yourself?

11. What careers are you interested in?

12. On a scale of 1-10, rate the importance of the following items. A rating of 1 means not very important, a 10 means very important.

- |                               |                                   |
|-------------------------------|-----------------------------------|
| a. Your education _____       | f. How your friends see you _____ |
| b. A career _____             | g. How your family sees you _____ |
| c. A job _____                | h. Your hobbies _____             |
| d. Owning your own home _____ | i. Having a mentor _____          |
| e. Owning your own car _____  |                                   |

13. Pick one of the above items, and write a short essay to explain the rating you gave it (**use a separate piece of paper**).

**CONTACT INFORMATION**

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