ARTSCONNECT™
SPRINGFIELD TOWNSHIP

APPLICATION FOR INTERNSHIP

9150 Winton Road, Cincinnati, Ohio 45231, Phone 513-522-1410
please email to kflamm@springfieldtwp.org

APPLICANT INFORMATION

Date:_____ Social Security Number:_____-_____-_____

Name:_____
Last First Middle

Present Address:_____
Street City State Zip

Permanent Address:_____
Street City State Zip

Phone Number:__(_____)_____ Cell Phone Number (____)_____

Email Address:_____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain:_____

Are you 18 years of age or older? ☐ Yes ☐ No

AVAILABILITY

Please check semesters of availability: ☐ Fall ☐ Spring
☐ Summer ☐ Other, please explain: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
General Times of Availability between 8:30 a.m. to 5:00 p.m.					

Are you available on weekends to assist with ArtsConnect events? **Saturday**: ☐ Yes ☐ No
Sunday: ☐ Yes ☐ No

EXPERIENCE/EDUCATION

Current Employment Status: ☐ Full-time ☐ Part-time ☐ Not Employed

Current or Most Recent Position Held: _____

Job Employer Telephone

Are you currently a full-time student? ☐ Yes ☐ No

If yes, what level: ☐ Freshman ☐ Sophomore
☐ Junior ☐ Senior
☐ Graduate Student

If yes, what school, concentration & area of study:_____

_____

Graphics Design Experience/Classwork:_____

_____

Computer Skills/Software Used:_____

_____

INTERNSHIP GOALS

How did you learn about this internship? _____

Why are you interested in an internship with ArtsConnect? _____

_____

What specific experiences would you like to gain during this internship? _____

_____

What would you like to learn during this internship? _____

_____

What are your long-term career goals?_____

_____

PROFESSIONAL REFERENCES

Name	Relationship & Contact Information (email and/or telephone number)

GRAPHIC DESIGN EXAMPLES

Please provide three (3) graphic designs produced *solely by you* which you believe are representative of your skills and talents. If you only have designs which are representative of class or group effort, you may provide those designs with an appropriate acknowledgement of the other persons who assisted in the creation of the designs and an explanation of your contribution to the final design.

DISCLAIMER AND SIGNATURE

(Please read carefully before signing)

I certify that the facts contained in this Internship Application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, misrepresentation on this application is sufficient cause for refusal to accept, or dismissal if I have been accepted as an intern, no matter when discovered by ArtsConnect.

I understand that filling out this application does not indicate there is an internship open and does not obligate ArtsConnect toaccept an intern. If accepted, I agree to abide by all ArtsConnect work rules, policies, and procedures. ArtsConnect retains the right to revise its policies or procedures, in whole or part, at any time.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I understand that this is an UNPAID INTERNSHIP and that I will only receive the credit hours permitted by my school, college, or university (according to its program guidelines) for the work I perform and the experiences I gain from this internship. No promises regarding employment have been made to me, and I understand that this internship will NOT result in employment with ArtsConnect or Springfield Township.

Date_____ Signature_____