Internship Application Form

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter, your resume and a relevant writing sample. In lieu of a writing sample, candidates for the Graphic Design Internship must submit five pieces of their work in PDF Format. Incomplete applications will not be reviewed.

**Applicant Information**

Full Name: ___________________________ Date: ___________________________

First M.I. Last

Address: ___________________________

Street Address Apartment/Unit #

City State ZIP Code

Phone: (____) ___________________________ E-mail Address: ___________________________

Dates Available: / / to / /

Semester: ☐ Fall ☐ Spring ☐ Summer

Department(s) Applied to: ☐ Islamophobia ☐ Civil Rights/Legal ☐ Communications

☐ Development / Fundraising ☐ Government Affairs ☐ I.T.

☐ Events / Programing ☐ Local Outreach ☐ Graphic Design

Are you requesting that your college grant you credit hours for your internship? ☐ YES ☐ NO

University Contact: ___________________________

Phone: (____) ___________________________

Email: ___________________________

Are you planning to intern through another program? ☐ YES ☐ NO

Program: ___________________________

Contact: ___________________________

Phone: (____) ___________________________

Email: ___________________________

Are you authorized to work in the United States? ☐ YES ☐ NO

If no, are you authorized to work in the U.S.? ☐ YES ☐ NO

Have you ever worked for this organization? ☐ YES ☐ NO

If yes, when? ___________________________
Have you ever worked or volunteered at an organization that opposes CAIR’s mission?  YES  NO

If yes, explain: ____________________________________________________________

Education

High School: ____________________________________________________________
Address:  ______________________________________________________________
From: _______  To: _______  Did you graduate?  YES  NO  Degree received: __________

University:  _____________________________________________________________
Address:  ______________________________________________________________
From: _______  To: _______  Did you graduate?  YES  NO  Major: ________________
Year / Class of: __________  Minor: ________________

University:  _____________________________________________________________
Address:  ______________________________________________________________
From: _______  To: _______  Did you graduate?  YES  NO  Major: ________________
Year / Class of: __________  Minor: ________________

References

Please list three references. A letter of recommendation from at least one of these references is highly encouraged.

Full Name:  Relationship:  
Organization:  Phone:  (  )
Address:  ______________________

Full Name:  Relationship:  
Organization:  Phone:  (  )
Address:  ______________________

Full Name:  Relationship:  
Company:  Phone:  (  )
Address:  ______________________
I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance into the internship program, I understand that false or misleading information in my application or interview may result in my release. I agree to allow CAIR to investigate my references, work record and education.

Signature: ____________________________ Date: ____________________________

OFFICE USE ONLY

Date received: ____________________________ Processed by: ____________________________

Supervisor: ____________________________

Final approval: ____________________________ Date: ____________________________

CAIR is an equal employment opportunity employer. Discrimination based on race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.