



# INTERNSHIP APPLICATION

STEVENS POINT AREA YMCA  
1000 Division Street  
Stevens Point, WI 54481  
715 342 2980  
www.spmca.org

## GENERAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Please contact me via:  Letter  Telephone: \_\_\_\_\_  E-Mail: \_\_\_\_\_

University/College Intern Supervisor: \_\_\_\_\_

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

## INTERNSHIP DESCRIPTION

Requested Department(s): \_\_\_\_\_

Description of Internship goals, requirements, and responsibilities desired or required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SCHEDULE

Requested start date: \_\_\_\_\_ Estimated end date: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Total number of hours: \_\_\_\_\_

Availability (specify days, times, hours per day; specific schedule will be determined at interview):

\_\_\_\_\_  
\_\_\_\_\_

## BACKGROUND INFORMATION

Have you been an employee or a volunteer here?  Yes  No

If yes, in what capacity: \_\_\_\_\_ When: \_\_\_\_\_

Have you ever been convicted of a crime (felony or misdemeanor)?  Yes  No

If yes, explain 1) the nature of the crime, 2) the date of conviction and 3) the state in which convicted.

**PLEASE NOTE:** Convictions are not an automatic bar to internship. However, failure to provide complete and accurate information relating to criminal convictions is cause for immediate termination of internship. Internship is contingent upon the results of a criminal record check. By my signature below, I authorize criminal background check to be completed. I will provide the necessary additional information to complete such background check.

1) \_\_\_\_\_  
2) \_\_\_\_/\_\_\_\_/\_\_\_\_ 3) \_\_\_\_\_

By my signature, I confirm that I have no expectation of compensation for the Internship period.

Signed: \_\_\_\_\_

Submit completed application to Stevens Point Area YMCA Human Resources Department.

You will be contacted by the supervisor of the requested Internship department.