



INTERNSHIP APPLICATION

Personal Information

Last Name: _____

First Name: _____

Middle Name: _____

Cell Number: _____

Email: _____

Current Address:

Street Address: _____

City: _____ State: _____ Zip: _____

Permanent Address (if applicable):

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth (MM/DD/YYYY): _____

Country of Citizenship: _____

Are you legally eligible to work in the U.S.? Yes No Other

Additional Fluent Languages? _____

Emergency Contact Name: _____

Number: _____ Relation: _____



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Education

Name of College/University: _____

Major: _____ GPA: _____

Type of Degree: _____ (AA, BA, MA...)

Expected Date of Graduation: _____

Availability

Start Date (MM/DD/YY): _____

End Date (MM/DD/YY): _____

Please list the day(s) of the week and time(s) you're available: _____

Skills & Technology

I have experience & am confident with (please circle, or write in others):

Microsoft: Excel PowerPoint Word

Apple: Aperture iMovie iPhoto Keynote Numbers Pages

Other: CAD Google Docs HTML Photoshop WordPress

I own a laptop that runs: _____ (Operating System)

My smartphone runs on: Android Blackberry iPhone



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Transportation

State/Country of Drivers License Issuance: _____

Drivers License Number: _____

Do you have access to a vehicle at all times? Yes No

Do you have auto insurance? Yes No Company: _____

Do you have any citations/accidents on your driving record from the past four years? Yes No (If yes, please list below)

I am applying for: Spring Summer Fall Year: _____

I certify that the information contained in this application is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Please return this application with the following:

Cover letter expressing your specific interest in Event Planning

Updated Resume with past work experience