

**Internship Application –**

**Semester: (check all that apply) \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer**

**Semester Year: \_\_\_\_\_\_\_\_\_\_\_\_**

Internship applications can be completed and emailed to jcummings@nrtofeaston.org or mailed to: NRT Internship Program, Jennifer Cummings, Director, PO BOX 188, N. EASTON, MA 02356.

This form must be submitted **prior** to meeting with NRT staff regarding internship placement. If additional space is needed for any question, please use an extra sheet or create a separate word document and attach to email if needed.

**1. Contact Information**

|  |  |
| --- | --- |
| Name (Last, First, MI):  | Date:       |
| Present street address:        | City:       State:       Zip:       |
| Permanent street address:        | City:       State:       Zip:       |
| Cell phone:       | Current year of schooling (F,S,Jr,Sr.)?  | E-mail address:       |
| In case of emergency, please contact: (name and phone) | Are you less than 18 years of age? [ ]  Yes [ ]  No |
| Expected date and major of college graduation:       | Please indicate the topic of internship you are seeking:[ ] Environmental Education (teaching)[ ] Environmental Science (applied research) [ ]  Environmental Science (other): please specify area of interest:[ ]  Non-profit management[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2. Education**

List the schools and/or educational organizations you have attended, beginning with your most recent:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School or Organization | Location | Dates Attended | Years Completed  |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**College Courses to Date:**

Provide a copy of your cumulative course and grade list as an attachment. (unofficial transcripts are fine).

**4. Previous Internships and Employment**

Provide a list of previous employers. Please include all paid and unpaid positions in the order they occurred. Please continue list on separate sheet of paper if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Internship or Employer | Address | Dates of Employment  | Position Held |
| 1. Company:       | Address:       | From:       To:       | Title:       |
| Duties performed:       | Supervisor:  |
| 2. Company:       | Address:       | From:       To:       | Title:       |
| Duties performed:       | Supervisor: |
|  |  |
| 3. Company:       | Address:       | From:       To:       | Title:       |
| Duties performed:       | Supervisor: |
|  |  |
| 4. Company:       | Address:  | From:       To:       | Title:       |
| Duties performed:       | Supervisor: |

**5. Research and Career Goals**

Please describe your career goals and why you are hoping to complete an internship at NRT.

**6. Educational Benefit**

Please indicate what you hope the educational benefit of this opportunity will be. List all requirements of your educational organization for this internship/project (for example: complete a paper, work 60 hours on a specific project, complete an assignment).

**7. Internship Focus:**

Before meeting with NRT staff, the prospective intern should have 2-3 ideas of projects, topics, or research they would like to focus on during their internship, based on their experience and personal interest. **NRT staff will not provide complete projects to students.** Please share your internship ideas below. Final project guidelines will be decided between the student and cooperating NRT staff supervisor to meet the needs of the internship and the NRT.

**8. Availability**

What are the starting and ending dates of your internship/ experience?

What time(s) and day(s) of the week are you available? Please note weekend and work-from-home internships are not available through NRT.

**9. References**

Please give the name, email, and phone of your cooperating supervisor for this experience:

**10. CORI/SORI Background Checks**

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| --- |
| If internships involve working independently with children during NRT programs, interns may be required to submit to CORI and SORI background checks. Do you understand that background checks may be required as a condition of your internship?[ ]  Yes [ ]  No  |

**11. Other:** Is there any other information you would like to share with NRT regarding your potential internship?

#### 12. Application Verification

#### THIS FORM IS NOT VALID WITHOUT YOUR SIGNATURE. PLEASE READ IN ENTIRETLY BEFORE SIGNING:

#### All internship experiences must receive prior approval from both their cooperating school, college, or institution, and the NRT. No project or internship may begin without approval of both organizations. All internships at NRT are unpaid and are offered in cooperation with the applicant’s school or college in order to fulfill learning requirement(s). Interns are not employees of NRT at any time.

#### Any credits, grades, or applicability toward graduation requirement(s) are the sole responsibility of the applicant and the cooperating school or college. If accepted, the intern is solely responsible for communicating, planning, completing, and submitting all program requirements to his/her school or college. The NRT and its staff hold no responsibility for the intern’s successful completion of the internship experience.

#### I understand and accept the internship requirements of the NRT and my school. The statements above are true to the best of my knowledge.

Signature       Date