



CENTRAL INDIANA MOTHERS

Intern Application and Agreement Form

Check the semester you are applying for: ☐ Spring ☐ Summer ☐ Fall

Last Name: _____ First Name: _____ Date of Birth: _____

Address: _____

Street

Apt. #/Unit

City

State

Zip

Tele: _____ (H) _____ (W)

Cell: _____ Fax: _____

E-mail: _____

We HIGHLY recommend setting up a GMAIL account if you don't already have one. This allows us to share our calendar and other important Google features with you.

County: _____

Facebook URL: _____

Social Security No. _____ Driver's License No. _____

Emergency Contact: _____
(Name) (Relationship) (Telephone Number)

Do you have any friends/family members who are employed or volunteer here? Yes ☐ No ☐

EDUCATION:

College (currently enrolled): _____

Address: _____
Street City State Zip

Current Status: _____ Anticipated Graduation Date: _____

Major: _____ Minor: _____ Years Attended: _____

Other Colleges or Universities Attended: _____

Name of Cooperating Educator: _____

Cooperating Educator's Phone Number: _____

EMPLOYMENT HISTORY:

Employer #1: _____

Address: _____ Dates: _____
Street City State Zip

Job Title: _____ Supervisor: _____

Duties: _____

Employer #2: _____

Address: _____ Dates: _____
Street City State Zip

Job Title: _____ Supervisor: _____

Duties: _____

Have you ever been adjudged civilly or criminally liable for abuse of a child? Yes ☐ No ☐

Have you been convicted of a crime? Yes ☐ No ☐ If yes, please explain: _____

Directions: Please place check in the appropriate box.

All Internships are **non-paid**. Are you interested in:

☐ College Credit* ☐ Volunteer Experience**

*Students are responsible for making arrangements for course credit through their university or college internship supervisor. Central Indiana Mothers Inc. will provide documentation of interns' hours and will complete intern evaluation forms provided by the university.

**Students will receive an excellent letter of recommendation based on performance while in the internship program.

Directions: Please place a "1" in one of the following blanks to indicate the internship in which you are most interested. Put subsequent numbers (2, 3, etc.) in the blanks to indicate your next choices. (Please do not put a number by an internship in which you would not be willing to serve.)

COMMUNICATIONS DEPARTMENT

_____ **Marketing, Public and Community Relations:** Assist the Marketing staff with advertising, promotion, and website projects related to Central Indiana Mothers Inc. events and programs. Work with Public Relations staff to prepare promotional materials and secure media coverage of events and programs in international, national, regional and local broadcast, print and Internet media outlets. Assist the Community Relations Manager with projects to bring new audiences to Central Indiana Mothers through special programming/events and targeted marketing efforts.

LEGAL DEPARTMENT

_____ **Policies:** Work with the Policy Department/Committee on a number of projects including the creation of privacy policies, whistleblower policies, board of directors' policies, etc.

_____ **Compliance:** Work with the Compliance Department on a number of projects including federal compliance for 501(c)3 organizations, tracking, and auditing.

DESIGN DEPARTMENT

_____ **Design:** Work with Web Designers and Graphic Designers on various aspects of the creation and production of Central Indiana Mothers Inc., website, logo, and print materials. Working knowledge of Mac OSX software and Adobe Creative Suite is required.

DEVELOPMENT DEPARTMENT

_____ **Development:** Work with the Development Department on a number of projects including sponsorship and grant research, preparation, tracking, and fulfillment.

_____ **Recruiting:** Work with Recruiting Department to implement programs and events, coordinate print materials, and research.

EDUCATION DEPARTMENT

_____ **Education Design:** Work with Education staff and Graphic Designers on various aspects of the creation and production of education publications. Working knowledge of Adobe Creative Suite is required.

_____ **General Education:** Assist Education staff in program development for audiences of all ages, evaluation efforts, and exhibition research for projects including web-based resources, interactive components, and content development.

SOCIAL SERVICE DEPARTMENT

_____ **Outreach:** Work with Educator for Outreach on various programs in the community including Safe-Sleep program, Automotive Safety program, childbirth classes, community exhibitions and evaluation of programs.

_____ **Public Programs:** Assist Educator for Public Programs in the research and development of programs for adult audiences that relate to upcoming exhibitions, including web-based resources. Assist in the implementation of public programs in accordance with the event needs/requirements. Develop and maintain event information [reports/stats] in order to maintain effective administration of the programs and aid internal communication.

How did you hear about Central Indiana Mothers?

- ☐ Facebook ☐ Friend ☐ CIM Website ☐ Another Central Indiana Mother
- ☐ Assistance Program _____ ☐ Flyer; Location: _____
(WIC, Medicaid, EHS, Healthy Families, etc.)
- ☐ Sponsor's Website _____ ☐ Other _____

COMMITMENT: As an intern you will be required to conduct yourself in a professional manner, complete your tasks in a timely and efficient manner, and respect the fact that you access to privileged information.

BACKGROUND CHECK: Central Indiana Mothers Inc. reserves the right to obtain a background check. Criminal conviction does not necessarily bar an applicant from becoming a volunteer. The nature of the offense will be taken into consideration before a decision is made. There is no fee on the part of the interested applicant for the background check.

____ I agree to have a background check.

REFERENCES: List two people, not related to you who, have knowledge of your qualifications.

Name: _____ Address: _____

Tele. No.: _____

Name: _____ Address: _____

Tele. No.: _____

____ I need the following accommodation(s) to work as a volunteer: _____

As an intern for Central Indiana Mothers Inc., I agree to abide by all applicable rules and regulations of the organization. I understand that I will receive no monetary benefits in return for my intern service and that Central Indiana Mothers may terminate this agreement at any time without prior notice for any reason. I hereby authorize Central Indiana Mothers to check my references, and I understand that Central Indiana Mothers Inc. reserves the right to obtain a background check.

I certify that my answers on this application are true and complete and that I have not knowingly withheld any information that might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application could be cause for rejection of this application or dismissal.

I understand that after I submit my application, it will be reviewed and my eligibility for intern work will be determined. I agree to an interview with the on-site manager and attend an on-site orientation to perform my volunteer role.

I hereby Release and Waive liability against Central Indiana Mothers Inc., a non-profit corporation, its directors, officers, participants, volunteers, employees and agents, its successors and assigns, for any for any direct, indirect, punitive, special, incidental, or consequential damages, arising out of or in any way connected with the use or misuse of the information or lack of information on this form. Central Indiana Mothers shall not be liable for any loss or injury caused in whole, or in part, by its

Application Process:

To be considered for an internship, you must submit a packet containing all of the following:

- A cover letter explaining why you would like to participate in the Internship Program at Central Indiana Mothers Inc. and how it fits into your long-term career goals
- A letter of faculty and/or professional recommendation (optional but highly recommended)
- A completed Intern Application & Agreement Form
- A detailed introduction about yourself that can be displayed when introducing you as our Official Volunteer
- A photo of yourself to display on our Facebook Groups, Fan Page, and Website

Central Indiana Mothers Inc. will accept digital application packets as long as the document is signed, dated, scanned, and e-mailed to the e-mail address listed below. Please make sure to attach all files to ONE e-mail. Multiple e-mail submissions will NOT be accepted.

Applications can be submitted the following ways:

ONLINE:

COMING SOON!

IN-PERSON: [Call (765) 606-4808 for Days & Times available]

Central Indiana Mothers Inc.
336 E. 2nd Ave.
Alexandria, IN 46001

MAIL:

Central Indiana Mothers Inc.
ATTN: Intern Coordinator
336 E. 2nd Ave.
Alexandria, IN 46001

E-MAIL:

centralindianamothers.apps@gmail.com

Subject Line: INTERN APPLICATION PACKET & AGREEMENT FORM_YOUR NAME

Please note that this is a competitive program and applying for a position DOES NOT guarantee you an internship. Preference is given to juniors and seniors. We will contact those who we wish to interview.