



Application for Internship

Send to:
 139 Ford Street,
 Ukiah CA 95482
 (707) 468-9860 Fax
 HR@fordstreet.org

Notice: Please answer all questions accurately and completely, incomplete application will not be considered. completed applications will remain active for a period of 60 days from receipt. those not selected within the 60 day period will be required to re-apply for an internship. Ford Street Project is an equal opportunity employer.

Personal Information		
First Name	Middle	Last
Phone Number	Alternate Phone Number	Email
Present Address	City/State/Zip	
Permanent Address	City/State/Zip	
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	If selected for an internship, I understand that I may be subject to a pre-internship screening for health, alcohol & drug, and tb testing, depending on the program requirements.	
Do you have a friend or relative that is currently employed or receiving services with Ford Street Project?	If yes, what is your relationship?	

Placement Desired							
Program						Date you can start	
Days you can train?:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Hours:							
Have you ever interned or worked for the Ford Street Project before? <input type="checkbox"/> Yes <input type="checkbox"/> No						If yes, When/What Program	

Program/Education/Employment History				
Current Educational Program	School	Class	Projected Completion Date?	May we contact them <input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor/Professor	Phone Number	Address	City/State/Zip	
Current Educational Program	School	Class	Projected Completion Date?	May we contact them <input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor/Professor	Phone Number	Address	City/State/Zip	
Current Employer	Dates of Employment			May we contact them <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor	Phone Number	Address	City/State/Zip	
Previous Employer	Dates of Employment			May we contact them <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor	Phone Number	Address	City/State/Zip	

Education Cont.	Name and Location of School	Did you graduate?	Subjects Studies Degrees / certificates
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

General Information	
Languages	Written: _____ Spoken: _____
certifications, trainings and licenses held	
Special Skills	
Other	

Professional References			
Full Name	Relationship	Years Known	Phone Number (Required)
Full Name	Relationship	Years Known	Phone Number (Required)
Full Name	Relationship	Years Known	Phone Number (Required)
Full Name	Relationship	Years Known	Phone Number (Required)

Please Attach Resume

<p>"I certify that all the information submitted by me on this application is true and complete. I understand that if any false information or omissions are discovered, my application may be rejected and, if I am employed, my employment may be terminated. In consideration of my internship, I agree to comply with the agency's policies and procedures. I understand that I am aware I may be required to undergo a pre-employment examination and drug and alcohol screening should I gain employment with the agency.</p> <p>"I agree that my internship can be terminated, with or without cause, with or without notice, at any time, at either my or the agency's option. I understand and agree that the terms and conditions of my internship may be changed, with or without cause, with or without notice, at any time by the agency. I understand that no agency representative, other than the Executive Director, and then only when in writing and signed by the Executive Director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."</p>			
First Name	Last	Signature	Date

Ford Street Project Office Use Only	
Notes:	Date Received: _____

Ford Street Project is an equal opportunity employer and provider and complies with all federal and state employment laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation(s) are needed to participate in the application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of interns, please contact Brandi Page, Administrative Director, (707)462-1934 x102, Brandi@fordstreet.org.