



**FAIRBANKS NATIVE
ASSOCIATION**

3830 S. Cushman St., Fairbanks, Alaska 99701
(907) 452-1648 Fax (907) 479-0215
Email: hr@fairbanksnative.org

INTERNSHIP APPLICATION

General Information

Full Name: _____
Mailing Address: _____
City: _____
State: _____
Zip Code: _____

Phone Number: _____
Email: _____

Full Name: _____	Emergency Contact Info
Phone Number: _____	

Educational Information

I am enrolled in the following type of program: University/College Trade School
If in Trade school, seeking: Electrician Carpentry Construction Other: _____

My university/college program is on the following schedule/system (select one):
 Semester Quarter Trimester

Indicate the terms in which you plan to enroll: Fall Winter Spring Summer

Dates you anticipate attending the educational institution:
From: _____ (month) _____ (year); To: _____ (month) _____ (year)

Program Year: Freshman Sophomore Junior Senior Trade School
Graduate School year: 1 2 3 4 5 6

Enrollment Status: Full-time (undergraduate 12+ credits, graduate 9+ credits)
 Part-time (undergraduate less than 12 credits, graduate less than 9 credits)

Expected degree: Associate Bachelors Masters Other: _____

Major in school: _____ Expected graduation date: _____

Name/Address of school: _____

Phone: _____ Accredited post-secondary educational institution: Yes No

Present degree(s) held and year received: _____

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Areas of Interest

Please place a checkmark in your areas of interest:

- Accounting/Finance
- Human Resources
- Administration
- Early Childhood
- Behavioral Health
- Nursing
- Grant Writing/Proposals
- Clinical
- Social Services
- Other: _____

References

<u>First & Last Name</u>	<u>Phone Number</u>	<u>Email</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Related Activities

Please list any school activities (high school & college) in which you have been an active participant:

Please list any honors or awards you have received or other accomplishments you have been recognized for:

Are you interested in seeking college credit for your internship? Yes No

I am interested in seeking the following number of credits: One Two Three

[If so, you will need to inquire with your degree program to find out what needs to be done to record your achievements, etc. Fairbanks Native Association HR department can help in this area upon selection for an internship]

For a complete application, attach the following:

- Cover letter and resume
- Latest official college transcript
- Brief essay about your career goals and educational pursuits
- Recommendation letter from professor or past supervisor

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Have you ever been convicted of a felony, misdemeanor, or offense other than a minor traffic violation?

Yes No

If yes, please explain:

Do you have a valid Driver's License? Yes No

Have you previously been employed with FNA? Yes No

Please read the following carefully and initial your acknowledgment for each paragraph.

_____ I hereby authorize FNA to thoroughly investigate my references, education, criminal record and other matters related to my suitability for volunteering or interning at FNA. I hereby release FNA and all other persons or entities from any and all claims, demands, or liabilities arising out of, or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed to me during any interview that may be conducted is intended to create an employment contract, implied or explicit, between me and FNA.

_____ I understand that if selected as a volunteer or intern with FNA, I would not be entitled to any pay, compensation or benefits, and I also understand the relationship may be terminated for any reason at any time.

_____ If selected to participate, and per this application, I agree to be an effective intern/volunteer and fulfill all the goals/objectives as outlined in my Intern/Volunteer Expectations form.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for volunteering or interning and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure volunteering or interning shall be grounds for rejection of this application or for immediate discharge, regardless of the time elapsed before discovery. Non-disclosure of criminal records could result in possible denial of volunteer or intern status.

My signature below certifies that I have read and understand this document and agree to the terms and conditions as outlined.

Printed Name

Signature

Date