



CAIR-Texas Application for Internship & Externship Program

CAIR-Texas CN is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Acceptance into its Internship & Externship Program is made on the basis of qualifications without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. If you are accepted into the program, note the minimum hour and weekly schedule requirements: **Undergraduate/Graduate**—Individuals who have attained at least a high school diploma or G.E.D. will be required to complete at least 12 weeks with a minimum of 12 hours per week; **High School**—Students in grades 9-12 will be required to complete at least eight (8) weeks with a minimum of 10 hours per week.

APPLICATION MAY BE EMAILED. Complete all questions by filling out each box. **Attach your cover letter and résumé**—DO NOT indicate “See Résumé”. Failing to follow these instructions will deem your application incomplete and may not be considered for review. Email application to: info@cairdfw.org



PART I: BACKGROUND INFORMATION — Complete the following sections.

| | | | |
|--|---|--|---|
| Position & Session Applying For: | Name (Last, First, Middle): | | Other names under which you have attended school or been employed: |
| Street Address: | City, State & Zip: | | |
| Email (Personal): | Cell Phone: | Home Phone: | Work Phone: |
| Are you eligible to work in the United States? | <input type="checkbox"/> Yes <input type="checkbox"/> No | NOTE: If you're a visiting student or worker, provide a scanned copy of your current visa and/or work permit. | |
| Are you 18 years of age or older? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If NO, what is your current age? | |
| Are you currently a student enrolled in an academic institution or professional training program? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, where? (Include address and office number) | |
| Will you be employed or interning at another location during the session you're applying for? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, will you meet CAIR-Chicago's minimum hour & weekly requirements? | |
| If required for position, do you have a valid driver's license? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, State of issuance, license #, and expiration date: | |
| Are you related to any current CAIR-Texas employee? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, his/her name & relationship to you? | |

How did you learn about this opportunity at CAIR-Texas? Check all that apply, and specify if necessary:

- Website Newsletter Social Media _____
 School (e.g., major dept., career services) _____ Career Fair _____
 Organization's Posting (please specify): Name: _____ Source: _____
 Newspaper/Magazine Ad _____ Referral by CAIR-Texas Contact _____
 Event _____ Other _____

 **PART II: EDUCATION** — Complete the following sections.

| Name of School | City/State | Did you graduate? | If No, # of years left to graduate | If Yes, Graduation Date | Degree received | Major/Minor |
|---------------------|------------|---|------------------------------------|-------------------------|-----------------|-------------|
| High School/G.E.D.: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Undergraduate: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Graduate: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Other: | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |

Other certifications, licenses, credentials, professional affiliations, honors, distinctions, etc., which are relevant to the position for which you are applying:

 **PART III: SKILLS** — Indicate the following software programs are you proficient in. Check all that apply:

- General:** MS Word MS Excel MS Power Point MS Access Windows MAC OS
Media: Adobe Photoshop Adobe InDesign Adobe Illustrator Dreamweaver Photography
 Print/Online Periodical Layout Final Cut Pro Filmmaking Film & Audio Editing Windows Movie Maker
Web: HTML CSS Javascript Macromedia Flash Social Media (please list platforms in the next box)
Legal: Lexus Nexus Westlaw **Tech:** IT/Networking Database Design Troubleshooting

Other skills (e.g., languages, talents, etc.), software, program, social media proficiency:



PART IV: REFERENCES — List three (3) of the following types: Professional, Academic, Extra-Curricular or Volunteer. Family members are excluded as references.

| Name | Phone | Email | Relationship to Applicant |
|------|-------|-------|---------------------------|
| | | | |
| | | | |
| | | | |



PART V: SIGNATURE — Read carefully and sign with your signature to affirm that you understand and agree to comply with this statement.

I certify that the information submitted in this application and its supporting documents is accurate and complete. I understand that the completion and submission of this application and its supporting documents **does not** guarantee that CAIR-Texas will accept me for the program and/or the position I applied for. I understand and agree that failure to fully complete this form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for an interview, acceptance into the program, or termination from the program if discovered at a later date. I authorize CAIR-Texas to investigate, without liability, all statements contained in this application and its supporting documents. I authorize my references and former employers, without liability, to make full responses to any inquiries in connection with this application for an internship, externship, clerkship, or fellowship at CAIR-Texas. If requested, I agree to submit to a criminal and credit background investigation, and/or screening for illegal substances upon conditional acceptance into the program. I understand that this application and its supporting documents will be filed with CAIR-Texas for a minimum five (5) years following the date of receipt by the organization. If offered a position and I accept, I agree to actively complete all assignments, participate in all programs, respect all participants (i.e., staff, peers, visitors, partners, and affiliates) and their property, and abide by the rules and policies of the organization throughout the duration of the program. I plan to complete all forms, including the media waiver, at the start of the program. I understand that I may be terminated at any time if I violate this clause. Finally, I understand that certain violations may result in action by law enforcement (and, if I am a minor under 18 years of age, parent/guardian notification).

Applicant

I acknowledge by my signature below that I have read and understood the statement above.

Signature

Date

Parent or Guardian

I acknowledge by my signature below I have read and understood the statement above, and verify I am the legal parent/guardian of the minor applicant.

Signature of the Parent/Guardian

Date

Printed Name

Relationship to the Minor

FOR OFFICE USE ONLY: TO BE COMPLETED BY DEPARTMENT INTERVIEWER

APPLICATION RECEIVED:



STATUS OF APPLICANT

NOT FOR CREDIT FOR CREDIT

FOR CREDIT INFO: CONTACT & TITLE _____

EMAIL _____ PHONE _____ PAPERWORK COMPLETED

SESSION:

Winter-Spring

Summer

Fall



TYPE OF APPLICANT

INTERN EXTERN LAW CLERK FELLOW (SPECIFY PROGRAM BELOW)

NAME OF PROGRAM/ORGANIZATION _____

YEAR: 20 _____



DOCUMENTS ATTACHED

V2.1.0

REQUIRED: RÉSUMÉ COVER LETTER

Last Modified:

SAMPLE: WRITING PORTFOLIO NOT REQUESTED/APPLICABLE TO POSITION

January 7, 2014

OPTIONAL: TRANSCRIPTS (OPTIONAL) RECOMMENDATION LETTER



STATUS OF APPLICATION

New Reapplying Postponed Session Returning (Alumni) Continuing (New Position)

IF NOT NEW, WHAT **SESSION(S)** PREVIOUSLY APPLIED AND/OR HAVE BEEN ACCEPTED FOR: _____

IF NOT NEW, WHAT **POSITION (S)** PREVIOUSLY APPLIED AND/OR HAVE BEEN ACCEPTED FOR: _____

Complete Incomplete (under consideration) Void

IF APPLICATION IS VOID, STATE REASON(S): _____



INTERVIEW

TYPE OF INTERVIEW: In-person (at CAIR-Texas office only) Phone/Virtual

DATE _____ **INTERVIEWED BY** _____



END RESULT OF APPLICATION & INTERVIEW PROCESS OFFER EXTENDED BY CAIR-Texas? ___Yes ___No

NO: Ceased contacting Dept. refused Referred to another Dept. No show/call for interview

IF NO, STATE REASON(S): _____

OFFER ACCEPTED BY APPLICANT? Yes No

NO: Accepted another offer Unable to fulfill time requirement Postponed Offer to Another Session

IF NO, STATE REASON(S): _____

START DATE: _____ **END DATE:** _____

ALL DOCUMENTS RECEIVED W/ APPLICATION ATTENDED NEW HIRE TRAINING CONFIDENTIALITY FORM SIGNED

COMPLETED EXIT INTERVIEW COMPLETED PROGRAM EVALUATION BIO SUBMITTED