



Internship Application

At The Preservation Society of Newport County we cherish the diversity among our Interns. In compliance with Federal and State employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, disability, country of ancestral origin, sexual orientation, gender identity or expression, marital status, pregnancy, childbirth or related medical conditions, military service, or status as a Vietnam-era or special disabled veteran, or any other legally protected class.

(answer all questions – please fill in the form or print clearly)

Date of Application: _____ Preferred Internship Cycle: Summer Fall Spring

Type or Title of Internship for which you are applying: _____

Name: _____
(Last, First, Middle Initial)

Address: _____
(Number, Street, City, State, Zip Code)

Email Address: _____

Home Telephone Number: _____ Cell Phone Number: _____

Best Time to call: _____

School Currently Attending: _____

Expected Graduation Date: _____

Are you known to schools/reference by another name? Yes No

If yes, by what name(s)? _____

How did you learn about us? Advertisement Friend / Relative Website
School Agency Walk-in Other: _____

Have you previously WORKED FOR the Preservation Society? Yes No Date(s) _____

Are any of your relatives presently employed by the Preservation Society? Yes No

If yes, name of relative(s) : _____

If an Internship offer is made, can you provide legal authorization to work in the United States? Yes No

If you are under 18 years of age, can you provide legal authorization to work in the Unites States? Yes No

What dates are you available for an internship? (date range): _____

Throughout the internship, are you available: Part time (20-30 hrs per week) Full Time(30-40 hrs per week)

Are you currently employed? Yes No

Are you a veteran? Yes No Years of service: _____

Education

	Name and State of School	Course of Study	Years Attended	Diploma Degree	Did you graduate?
High School					
Trade/Business School					
Undergraduate College/ University					
Graduate College/ University					
Special Study/ Concentration					
Other (Specify)					

Describe any specialized training, apprenticeship, or skills you have.

Describe your computer skills and programs used:

List and describe any relevant course work, or learning experiences:

List academic honors, professional, trade, business or civic activities and offices held. (Exclude information which would reveal race, color, religion, gender, national origin, age, disability, country of ancestral origin, sexual orientation, gender identity or expression, marital status, pregnancy, childbirth or related medical conditions, military service, or status as a Vietnam-era or special disabled veteran, or any other protected status).

Employment Experience

Start with your **present** or most recent experience. Include any job-related military service assignments **and** volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer		Telephone Number	
Address (Number, Street, City, State, Zip Code)		Hourly Rate / Salary (starting and final)	
Dates Employed: (from: mm/dd/yy – to: mm/dd/yy)		Reason for Leaving	
Job Title	Immediate Supervisor & Title	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Work Performed and Job Responsibilities: _____ _____			
Employer		Telephone Number	
Address (Number, Street, City, State, Zip Code)		Hourly Rate / Salary (starting and final)	
Dates Employed: (from: mm/dd/yy – to: mm/dd/yy)		Reason for Leaving	
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Work Performed and Job Responsibilities: _____ _____			

The Preservation Society of Newport County is subject to Rhode Island Worker's Compensation Act,
Rhode Island General Laws Title 28, Chapters 29-38

Agreement

Please read Before Signing – Failure to sign this agreement will result in your application NOT being considered. If you have questions, please discuss with us.

"I certify that the facts set forth in the above internship application are true and complete to the best of my knowledge. I understand that falsified statements on this application in any detail shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal.

I authorize The Preservation Society of Newport County to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency, or government agency to give The Preservation Society of Newport County any information they may have regarding me. In consideration of The Preservation Society of Newport County's review of this application, I release The Preservation Society of Newport County and all providers of information from any liability as a result of furnishing and receiving this information."

I further agree that, if employed, I will abide by The Preservation Society of Newport County's rules and regulations and understand that, unless specifically agreed to in writing, my employment can be terminated with or without cause, and with or without notice, at any time, at either The Preservation Society of Newport County's or my own option. I understand that no personal recruiter, interviewer, or other representative of The Preservation Society of Newport County, other than the company Chief Executive Officer, has authority to enter into any agreement for employment for any specified period of time. I also understand that any employment policies and guidelines or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract."

Signature of Applicant

Date