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## INTERNSHIP APPLICATION

**All sections of this application must be completed in full. Attaching a resume alone does not constitute a completed application. Be sure you read all instructions carefully, complete all pages of this application, and sign your name.**

Green Chimneys is an Equal Opportunity Employer and does not discriminate against age, color, creed, marital status, national origin, citizenship status, disability, race, religion, sexual orientation, sex, gender identity or gender expression.

Green Chimneys maintains a safe work environment. All interns are expected to maintain a safe milieu; fostering an environment of trust, respect, open communication and dignity and worth for clients, other interns, Green Chimneys staff and themselves at all times.

**Personal Information – Please *PRINT* in dark ink or type.**

Last Name	First Name	Middle	e-mail address		
<b>Present Address</b>	<b>No.</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Permanent Address (if different from above)</b>			<b>Home Tel. No.</b>	<b>Cell No.</b>	

### INTERNSHIP AREA

- RECREATION    ART THERAPY    STUDENT TEACHING (check a box) **Brewster Campus** \_\_\_ **Clearpool Campus** \_\_\_  
 CLEARPOOL OUTDOOR EDUCATION PROGRAM  
 SOCIAL WORK (check one below)  
**Social Services** \_\_\_ **Community Based Services** \_\_\_

Are you presently attending college?  Yes  No   Name of College: \_\_\_\_\_

Present Year:  Freshman    Sophomore    Junior    Senior    Masters Level    PhD Level

Will you be receiving college credit?  Yes  No   Will you require housing?  Yes  No   Dates Available: FROM \_\_\_\_\_ TO \_\_\_\_\_

**Have you ever previously worked, volunteered or interned at Green Chimneys?**  Yes  No

If yes: When? \_\_\_\_\_ In what Department(s)? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

- How were you referred to Green Chimneys?**    Internet Job Site    Green Chimneys Website    Television/Radio  
 Newspaper    Friend    Relative    Employment Agency    School    Other \_\_\_\_\_  
 Employee Referral (Employee Name): \_\_\_\_\_

If applicable, please list all relatives currently working at Green Chimneys and departments in which they work.

**Education & Training** – Please complete all applicable items, even if you have already provided us with a resume.

Type of School	Complete Name of School, Town & State	Number of years attended	Graduated		Type of Diploma
			Yes	No	
High School or Equivalent**					
<i>**If you obtained an equivalency diploma, indicate date and state</i>					
All Colleges and/or Universities including Vocational, Technical, Community & Junior Colleges					

**Relevant Employment, Education and/or Life Experience** – Please complete all items, even if you have already provided us with a resume. Beginning with the most recent, list all relevant experience for the last 10 years. Include any jobs, coursework, volunteer activities, clubs and/or projects.

<b>Position/Activity:</b>	<b>Dates:</b> From: _____ To: _____
<b>Responsibilities:</b>	<b>Reason for Leaving/Outcome:</b>

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<b>Responsibilities:</b>	<b>Reason for Leaving/Outcome:</b>

**Military Service Record**

Were/are you in the U.S. Armed Forces?  Yes  No If yes, what branch? \_\_\_\_\_

Dates of duty: from (Month/Year)

Type of discharge (if applicable)

Rank at discharge

**Three references relevant to your internship; one must be supervisory (DO NOT PROVIDE PERSONAL REFERENCES)**

1) Name, position and complete address

Day Phone #

Email Address

2) Name, position and complete address

Day Phone #

Email Address

3) Name, position and complete address

Day Phone #

Email Address

Do you hold any current, valid swimming certificates? (W.S.I., Lifeguard Training, etc.)  Yes  No

Expiration Dates: \_\_\_\_\_

Do you hold any current First Aid/CPR Certificates? \_\_\_\_\_ Expiration Dates: \_\_\_\_\_

Do you speak and/or write any foreign language fluently?  Yes  No If yes, what language? \_\_\_\_\_

Do you hold a current teacher certificate?  Yes  No

Do you know how to operate a computer?  Yes  No If yes, what programs: \_\_\_\_\_

**Background Screenings**

*Section 424-a of the NYS Social Services Law requires that any persons interacting with clients of Child Care agencies be cleared with the State Central Registry to determine if they are the subject of an indicated child abuse or maltreatment report.*

Have you ever had an indicated case of child abuse, maltreatment, or neglect filed against you?

No, I have not had an indicated case against me

Yes, I have had an indicated case against me (explain below)

If you answered Yes, what month and year did the incident occur? What were the charges and circumstances? In what city and state were charges brought?

*Please provide accurate and complete information in response to the following questions. This information will be taken into account in the intern selection process. Do not include arrest without convictions, convictions for minor traffic offenses, or convictions or incarcerations for which a record has been sealed or expunged. Please note that a criminal record will not necessarily disqualify you from acceptance, but providing false answers will.*

**Have you been convicted of or pleaded guilty to a crime or other offense?** (Include military service convictions or guilty pleas)

No, I have not been convicted of or pled guilty to a crime

Yes, I have been convicted of or pled guilty to a crime (explain below)

If you answered Yes to the above question, provide further information including date, class of conviction and description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please read carefully before signing below:***

The facts set forth in my application for internship are complete and accurate to the best of my knowledge. **Any misrepresentation, false, or incomplete statement in my application will be justification for refusal of placement, or if already in placement, separation from Green Chimneys.** Green Chimneys may verify all the information provided by me, including but not limited to education, employment, and the background screening information supplied in this application.

I voluntarily authorize Green Chimneys to verify information related to my education, employment (with the exception of current employer, until I have authorized such contact) and Background Screening information and release from liability all persons or entities supplying or collecting such information. Upon acceptance you will be required to submit to a state required fingerprint check.

If placed for internship, I will sign Green Chimneys' Oaths of Confidentiality regarding Client and Agency Information, in which I will agree to protect Green Chimneys confidential information and not disclose to Green Chimneys any confidential information of others. This agreement also sets forth the conditions under which I assign to Green Chimneys the entire right, title, and interest in certain data, procedures, research, publications, etc.

I understand that this internship application and any other company documents are not legal contracts and that any individual who is placed in an internship may voluntarily leave upon proper notice, and may be asked to leave at any time and for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing intern.

I understand that Green Chimneys is a Drug Free Work Place and that a condition of placement is successfully passing the required drug screening. If I fail the drug screening, I understand that any offer of placement can and/or will be withdrawn.

**I understand that animals and plants are essential components of Green Chimneys programs and that they are integrated into all of the programs and sites.** If accepted for placement, I understand that I will be expected to participate in all trainings provided that sustain Green Chimneys' mission and teach skills that can enhance my learning experience (including, but not limited to, Sanctuary and Therapeutic Crisis Intervention trainings).

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**Signature of Applicant**

**Date**