

Internship Application

SEND APPLICATION PACKET TO: Music@Menlo Internship Program 50 Valparaiso Avenue Atherton, CA 94027 FAX: (650) 330-2016 internships@musicatmenlo.org

FULL NAME LAST FIRST MIDDLE INITIAL

CURRENT ADDRESS PERMANENT ADDRESS (if different from current address)

STREET APT/P.O. BOX CITY STATE/PROVINCE ZIP/POSTAL CODE MOBILE PHONE () ALTERNATE PHONE ()

EMAIL

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENCY, OR DO YOU EXPECT TO HAVE SUCH BY THE DATE THE INTERNSHIP BEGINS? YES NO

CURRENT OR MOST RECENT COLLEGE OR UNIVERSITY

School City State Major Minor GPA Degree Graduation Date (or expected date)

IF HIRED, CAN YOU, WITHIN THREE DAYS AFTER START DATE, PRESENT EVIDENCE OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO

PLEASE SELECT THE POSITION(S) YOU ARE APPLYING FOR. IF APPLYING FOR MORE THAN ONE, NUMBER ACCORDING TO PREFERENCE (see full descriptions at www.musicatmenlo.org)

- Development Intern Patron and Donor Stewardship Intern Events and Hospitality Intern Production/Stage Crew Intern Merchandising Intern Publications and Publicity Intern Operations Intern Student Liaison Intern

HOW DID YOU FIRST HEAR ABOUT MUSIC@MENLO'S INTERNSHIP PROGRAM?

- Handshake platform or my school's Career Center Music@Menlo website or social media Job Website (Idealist.org, WorkforGood.org, etc.) Other

PLEASE INCLUDE IN YOUR APPLICATION PACKET THE FOLLOWING:

- Cover letter that contains a brief personal statement and an outline of career goals, indication of which internships you are applying to, and why you are interested in a Music@Menlo internship. Résumé listing relevant coursework, previous work and volunteer experience, and any special skills. No transcripts please. Two letters of recommendation, which may be included with your packet or sent separately from author to internships@musicatmenlo.org.

I certify that the information written on this form and in my application packet is true and complete to the best of my knowledge. I understand that providing false, misleading or incomplete information may result in denial of further consideration of my application or, if already hired, termination of my internship at Music@Menlo.

SIGNATURE DATE SIGNED

DEADLINE FOR ALL POSITIONS IS FEBRUARY 15, 2019 APPLICATIONS WILL BE CONSIDERED UNTIL ALL POSITIONS FILLED Music@Menlo is a program of Menlo School and is an Equal Opportunity Employer