

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

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CITY STATE/PROVINCE ZIP/POSTAL CODE

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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)

- | | |
|--|--|
| <input type="checkbox"/> Development Intern | <input type="checkbox"/> Patron and Donor Stewardship Intern |
| <input type="checkbox"/> Events and Hospitality Intern | <input type="checkbox"/> Production/Stage Crew Intern |
| <input type="checkbox"/> Merchandising Intern | <input type="checkbox"/> Publications and Publicity Intern |
| <input type="checkbox"/> Operations Intern | <input type="checkbox"/> Student Liaison Intern |

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

- | | |
|--|--|
| <input type="checkbox"/> Handshake platform or my school's Career Center | <input type="checkbox"/> Music@Menlo website or social media |
| <input type="checkbox"/> Job Website (Idealist.org, WorkforGood.org, etc.) | <input type="checkbox"/> 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, 2020

APPLICATIONS WILL BE CONSIDERED UNTIL ALL POSITIONS FILLED

Music@Menlo is a program of Menlo School and is an Equal Opportunity Employer