

Internship Application

(Please type or print in black ink)

FULL NAME: _____
LAST FIRST MIDDLE

CURRENT ADDRESS: _____
STREET APT/P.O. BOX
CITY STATE/PROVINCE ZIP/POSTAL CODE

PERMANENT ADDRESS (if different from current address): _____
STREET APT/P.O. BOX
CITY STATE/PROVINCE ZIP/POSTAL CODE

CELL PHONE: (____) _____ **ALTERNATE PHONE NO.:** (____) _____

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

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"/> Hospitality Intern | <input type="checkbox"/> Production/Stage Crew Intern |
| <input type="checkbox"/> Merchandising and Sales 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?

- My School's Career Center/Internship Office Music@Menlo website or social media
 Job Website (Idealist.org, WorkforGood.org, etc.) Other _____

PLEASE INCLUDE IN YOUR APPLICATION PACKET THE FOLLOWING:

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

I certify that the information contained 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 with Music@Menlo.

SIGNATURE: _____ **DATE OF APPLICATION:** _____

DEADLINE FOR ALL POSITIONS IS MARCH 1, 2017

APPLICATIONS WILL BE CONSIDERED UNTIL ALL POSITIONS FILLED

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