



# INTERNSHIP APPLICATION FORM

Today's Date: \_\_\_\_\_

## PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthday: \_\_\_\_\_ / \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Permanent Address (if Different from current): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

## SCHOOL INFORMATION

College/University Attending: \_\_\_\_\_

Degree/Major: \_\_\_\_\_ / \_\_\_\_\_ GPA: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Minor (if applicable): \_\_\_\_\_

## INTERNSHIP INFORMATION

Position(s) applying for: Option 1) \_\_\_\_\_ Option 2) \_\_\_\_\_

### Contact Information for Academic Advisor:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### AVAILABILITY - Will you be available for:

SUMMER (Full-time, 35 hrs/week) \_\_\_\_\_ FALL/SPRING (Part-time, 10 to 20 hrs/week) \_\_\_\_\_

**Part-time ONLY** - Please list availability (for example: 10AM - 2PM):

Monday	Tuesday	Wednesday	Thursday	Friday

## INTERNSHIP INFORMATION (cont'd)

Are you available on weekends and/or holidays, if needed: YES \_\_\_\_\_ NO \_\_\_\_\_

Please check if it applies:

- ❖ I do not know my availability \_\_\_\_\_
- ❖ I can determine my schedule around the needs of the internship \_\_\_\_\_

List any special skills, interest and/or training that might apply to internship:

### Background or Experience

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Audits/Compliance  | <input type="checkbox"/> Customer Service      | <input type="checkbox"/> Presentation Development |
| <input type="checkbox"/> Banquet Operations | <input type="checkbox"/> Event Management      | <input type="checkbox"/> Program Development      |
| <input type="checkbox"/> Bartending/Serving | <input type="checkbox"/> Event Technology      | <input type="checkbox"/> Public Speaking          |
| <input type="checkbox"/> Budget Management  | <input type="checkbox"/> Journalism            | <input type="checkbox"/> Research                 |
| <input type="checkbox"/> Catering           | <input type="checkbox"/> Maintenance           | <input type="checkbox"/> Retail/Merchandising     |
| <input type="checkbox"/> Civic Engagement   | <input type="checkbox"/> Marketing/Sales       | <input type="checkbox"/> Risk Management          |
| <input type="checkbox"/> Computer Skills    | <input type="checkbox"/> Mechanics/Engineering | <input type="checkbox"/> ServSafe                 |
| <input type="checkbox"/> Cooking            | <input type="checkbox"/> Media Relations       | <input type="checkbox"/> Volunteer Management     |

### REFERENCES

Please provide **one (1) professional reference**, current or former employer.  
Do not list friends or relatives.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long have you know this reference: \_\_\_\_\_

Please provide **one (1) academic reference**, current or former professor.  
Do not list friends or relatives.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long have you know this reference: \_\_\_\_\_

## HOW DID YOU FIND OUT ABOUT THE INTERNSHIP??

JCC Website: \_\_\_\_ Internet Ad: \_\_\_\_ Print Ad: \_\_\_\_ School: \_\_\_\_ Other: \_\_\_\_

List specific location if known: \_\_\_\_\_

I certify that all the information in this application is true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All materials submitted must arrive in one package and must be written in English. Application postmark deadlines are listed at [www.jacksonconventioncomplex.com](http://www.jacksonconventioncomplex.com). Materials become the confidential property of the Jackson Convention Complex and are not returned.

## ATTACHMENTS

Please submit the following materials as part of your application package.

- **Cover Letter & Personal Statement:** This document should include the internship position (s) for which you are applying. Please write a short proposal stating why the JCC Internship Program and the specific internship discipline for which you are applying relate to your academic and career goals. If you are applying for more than one discipline, please prepare a statement for each discipline. Please keep the letter/statement to one page.
- **Resume:** Attach a resume in which you list relevant coursework, work experience and other experiences that relate to the internship discipline for which you are applying.
- **Transcript:** Official college/university transcript(s); undergraduate and graduate (if applicable)
- **Letter of Recommendation:** Provide one (1) academic letter of recommendation from a current or former professor at your current college/university and one (1) professional letter of recommendation from a current or former employer each in an individually sealed envelope. Indicate in your cover letter if included in the submitted packet or if it will be sent separately.
- **Credit Confirmation Letter:** Should be completed by head of department stating that the internship is officially registered with your institution and that the student will receive academic credit for your participation. Must include credit requirement and/or ratio.

### PLEASE RETURN COMPLETED APPLICATION AND ATTACHMENTS VIA MAIL, EMAIL OR FAX TO:

<u>MAIL</u>	<u>FAX</u>	<u>EMAIL</u>
<b>JCC Internship Program</b> Attn: Coordinator – HR 105 E. Pascagoula Street Jackson, MS 39201	<b>Subject: JCC Internship Program</b> Attn: Coordinator – HR  F: 601-960-2584	<b>Subject: JCC Internship Program</b> Attn: Coordinator – HR  <a href="mailto:kkorner@jacksonconventioncomplex.com">kkorner@jacksonconventioncomplex.com</a>

*NOTE: All qualified applicants will receive consideration for an internship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship or other protected status. No question on this application is intended to secure information to be used for such discrimination. The Jackson Convention Complex offers equal opportunity and treatment to all who apply and is committed to diversity in the JCC.*

<b>For official use ONLY</b>		
Application _____	Cover Letter/PS _____	Resume _____
Transcript _____	Recommendation _____	Credit Confirmation _____
Completed _____	Date Entered _____	Reviewed By _____