



Hmong American Women's Association



Dear Applicant:

Thank you for taking time and having an interest in becoming an intern for Hmong American Women's Association. In order to become an intern, the following steps are to be completed:

- (1) Internship Application
- (2) Internship Questionnaire/forms
- (3) Applicant Review by Committee
- (4) Notification to applicant of their status
- (5) Internship meeting/orientation

Check the program(s) you would like to intern for:

Programs and Services:

- Domestic Violence Sexual Assault Children's Program

Youth Space:

- Nkauj Hmoob YLAP

Others:

- Helpline Administrative Assistance _____
please specify your area of interest

Contact Information:

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Emergency Contact:

Name: _____

Phone: _____ Relationship to Applicant _____

References:

Please list two references that you have known, with a minimum of 2 years. References cannot be someone that is related to you.

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Part 2: Internship Applicant Questionnaire

What are your reasons for wanting to participate with HAWA as an intern?

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How did you learn about our programs?

Why did you choose HAWA over other organizations?

Do you know anyone who has been in HAWA's programs, staff, or who has applied?

YES NO

What are your current community activities?

Education and Work History:

HIGH SCHOOL: 9 10 11 12 COLLEGE: 1 2 3 4 GRADUATE: 1 2 3 4

Major: _____ Degree: _____

Name of School: _____

Work/Internship History:

Please match each work or internship history to itself.

(e.g. Internship project: web design. Address: 1234 W Fake St., Nowhere town, WI 54321. Dates: 08/2015. Supervisor's name: Jane Doe. Brief description of work: Utilized wordpress to manage content, redesigned the company's website and optimized the website for mobile friendly.)

Name of employer or internship project: _____

Address: _____

Dates: _____ Supervisor's name: _____

Brief description of work:

Name of employer or internship project: _____

Address: _____

Dates: _____ Supervisor's name: _____

Brief description of work:

Name of employer or internship project: _____

Address: _____

Dates: _____ Supervisor's name: _____

Brief description of work:

Education and Work History:

Do you drive? YES NO

Do you have regular access to a car? YES NO

Describe your driving record:

- a) What is your most recent moving violation? When? Where?
- b) What is your most recent accident? Where? Any accidents others previous to this?
- c) Have you ever been sited for D.U.I/D.W.I.? How long ago and where?
- d) Has your license ever been suspended or revoked? When? Why?

Have you ever been convicted of a crime other than a traffic violation?

YES NO

IF YES:

What charge? _____

Date convicted: _____ Where _____

Do you consent to a routine check of your criminal records?

YES NO

Please indicate the skills and experience you would bring to your intern role:

Organizational skills Experience with Children Teaching skills

Public speaking Microsoft Office Designer

Blogging Board experience IT

Languages spoken: _____

Other: _____

Education and Work History:

What would you consider to be your strongest assets?

What would you like to improve about yourself?

Please indicate your availability. (i.g. 9:00-11:00 AM)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Many of HAWA's programs occur after office hours, are you willing to work after hours?
(i.g. Office hours are 8:00AM-4:30PM. A HAWA program may run from 5pm-7pm.)

YES NO

How long of a commitment are you prepared to make?

6 months 9 months 1 year On going

Please specify how many days/weeks you plan to meet for your intern?

1 shift biweekly 1 shift/week 2-3 shifts/week

Please write a short summary (one paragraph) about your interest in interning and how you hope to benefit from this experience.

I hereby authorize HAWA to contact the above named references to establish my suitability as an intern and I hereby release them and their company from all liability for any damage for issuing the same. I further authorize the human resources department to maintain this information in their records and absolve them from liability. Disclaimer: It is the policy of HAWA to screen all prospective interns. While we try to place every applicant, we reserve the right to select applicants according to our needs and criteria. I understand and respect the confidential nature of the information I might have access to in performing my intern duties for HAWA.

I certify that answers given are true and complete to the best of my knowledge.

Applicant Signature

Date