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| C:\Users\cwesterman\Desktop\us-chamber.png  **U.S. Chamber of Commerce**  1615 H Street NW  Washington, DC 20062 |

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| **INTERNSHIP APPLICATION** |

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| **BACKGROUND INFORMATION** |

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| **Last Name** | **First Name** | **Middle Name** | **Date of Application** |
| **If any of your educational or employment records are under any name(s) other than that shown above, please provide the name(s) under which these records may be located: (500 character max)** | | | |
| **Street Address** | **City** | **State** | **Zip/Postal Code** |
| **Home Phone** | | **Secondary Phone** | |
| **Have you reached your 16th birthday?** | | | |
| **Have you previously interned with the U.S. Chamber of Commerce?**  If "Yes," please give dates of your internship(s) (500 character max**)** | | | |
| **Have you previously applied for employment to and/or an internship with the U.S. Chamber of Commerce?**  If "Yes", please give date(s) and department(s) (500 character max) | | | |
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| **Please identify any relatives or friends currently employed by U.S. Chamber of Commerce, indicating job title and place of employment.** | | | |

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| **JOB INTEREST** |

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| **Internship Applying For:** | |
| **How did you learn about this internship opportunity?** | |
| **Internship Status Desired (Check all that apply):** UncheckedFull-Time UncheckedPart-Time | |
| **Are you seeking (Check all that apply):** UncheckedAcademic Credit UncheckedMonetary Compensation | |
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| **EDUCATION, TRAINING AND PROFES**  **SIONAL LICENSURE/REGISTRY/CERTIFICATION** |

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| **School Name** | **Location of School** | **Course of Study** | **No. of Years Completed** | **Did you Graduate?** | **Type of Diploma or Degree** |
| High School |  |  |  |  |  |
| College or University |  |  |  |  |  |
| College or University |  |  |  |  |  |
| Graduate or Professional School |  |  |  |  |  |
| Trade or Business School |  |  |  |  |  |
| Training in Specialty Areas | Address of Training Program | | | | |
| **Do you hold professional licensure/registry/certification?**  **If yes, please provide particulars:** **(500 character max)** | | | | | |
| **Describe any other education, training, skills, language proficiencies, or certificates you possess which are relevant to the internship for which you have applied: (500 character max)** | | | | | |
| **List all methods, techniques, equipment and computer software applications with which you are proficient and which are relevant to the internship for which you have applied: (500 character max)** | | | | | |
| **Describe present and past memberships in professional, collegiate, or philanthropic organizations, including offices held** (you may exclude any memberships which suggest or disclose your race, color, national origin, religion, disability or any other protected status): **(500 character max)** | | | | | |
| **List published articles/research of a work-related nature:** **(500 character max)** | | | | | |

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| **EMPLOYMENT RECORD** |

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| Starting with current or most recent, list all employers past and present. Include self-employment and summer and part-time jobs. |

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| **Current or Most Recent Employer** | **Company Name** | | **Telephone** | **Type of Business** |
| **Street Address** | **City** | **State** | **Zip/Postal Code** |
| **May We Contact?** | | **Employed** | |
| **Base Pay (annual): Start $ Last $** | | | |
| **Other Compensation (Shift Premium, Bonus): $ per** | | | |
| **Name and Title of Immediate Supervisor** | | **Your Position Title** | |
| **Date Hired** | | **Date Separated** | |
| **Reason for Leaving** **(500 character max)** | | | |
| **Describe your work associated with this position:** **(500 character max)** | | | |
| **Significant Job-Related Accomplishments:** **(500 character max)** | | | |  |

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| **2nd Previous Employer** | **Company Name** | | **Telephone** | **Type of Business** |
| **Street Address** | **City** | **State** | **Zip/Postal Code** |
| **May We Contact?** | | **Employed** | |
| **Base Pay (annual): Start $ Last $** | | | |
| **Other Compensation (Shift Premium, Bonus): $ per** | | | |
| **Name and Title of Immediate Supervisor** | | **Your Position Title** | |
| **Date Hired** | | **Date Separated** | |
| **Reason for Leaving** **(500 character max)** | | | |
| **Describe your work associated with this position:** **(500 character max)** | | | |
| **Significant Job-Related Accomplishments:** **(500 character max)** | | | |  |

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| **3rd Previous Employer** | **Company Name** | | **Telephone** | **Type of Business** |
| **Street Address** | **City** | **State** | **Zip/Postal Code** |
| **May We Contact?** | | **Employed** | |
| **Base Pay (annual): Start $ Last $** | | | |
| **Other Compensation (Shift Premium, Bonus): $ per** | | | |
| **Name and Title of Immediate Supervisor** | | **Your Position Title** | |
| **Date Hired** | | **Date Separated** | |
| **Reason for Leaving** **(500 character max)** | | | |
| **Describe your work associated with this position:** **(500 character max)** | | | |
| **Significant Job-Related Accomplishments:** **(500 character max)** | | | |  |

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| **ADDITIONAL JOB-RELATED EXPERIENCE** |

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| **Describe any other experiences (e.g., volunteer work), qualifications, skills or abilities which you possess in addition to those you have outlined above and which you consider important to the successful performance of the job for which you are applying** (you may exclude any experiences which suggest or disclose your race, color, national origin, religion, disability or other pro  tected status)**. (500 character max)** |

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| **REFERENCES** |

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| **List current and former co-workers, colleagues and/or professional acquaintances not related to you (other than those persons listed previously) who can provide first-hand knowledge of your qualifications and abilities. U.S. Chamber of Commerce may contact these references in connection with its consideration of your credentials.** | | | | |
| **Name** | **Relationship to You** | **Occupation and Title** | **Phone Number (Include Area Code)** | **Years Known** |
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| **APPLICANT'S CERTIFICATION, AUTHORIZATION AND UNDERSTANDING** |

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| I understand that neither this internship application nor any other company documents, policy manuals, handbooks, benefit plans, policy statements and the like, as they may exist from time to time, or other company practices constitute a contract or guarantee of employment.   I understand that my work and personal history may be investigated in connection with my internship application, and that an independent agency may be retained by the Chamber to conduct such investigations. I authorize my previous employers, schools and other people named above to give any information they may have regarding me, whether or not it is on their records. I hereby release said employers, schools or people from all liability for any damages resulting from disclosure of this information.  UncheckedElectronic Signature  Applicant's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Top of Form

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|  | |  | | --- | |  | | Click Back (alt+K) to return to the previous page. | |  |

Bottom of Form