

An Equal Opportunity Employer

Kindah Foundation, Inc., is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited. In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed. Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application.

PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

First Name: _____ Middle: _____ Last: _____
Permanent Address: _____
Date of Birth: _____ Social Security #: _____
Student Email: _____ Parent Email: _____

EMPLOYMENT HISTORY

Company Name _____ Address _____
Telephone _____ Date Started _____ Starting Position _____
Name of Supervisor _____ Phone: _____
HR Email: _____ May we contact? Yes No

Responsibilities _____
Reason for leaving: _____
Are you legally eligible to work in the U.S.? Yes No
If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment? _____

PROFESSIONAL REFERENCE

(Can be from your dean, guidance counselor, teacher, job etc.)

Company / School: _____
Name: _____
Address: _____ Phone: _____
Email: _____ Fax: _____

Company / School: _____
Name: _____
Address: _____ Phone: _____
Email: _____ Fax: _____

PERSONAL INFORMATION

Why are you interested in an internship in our organization? _____
What specific experience would you like to gain through this internship? _____
Describe your long-term career goals: _____

EDUCATIONAL INFORMATION

Name of School: _____
 School Address: _____
 Major/Concentration: _____ Anticipated graduation date: _____
 Guidance Counselor: _____ Email: _____
 School Telephone Number: _____ Fax: _____

INTERNSHIP INFORMATION

Please check semesters of availability:

Fall ____ Spring ____ Summer ____ Other, please explain:

Are you seeking a paid or unpaid internship?

Please check your general availability

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Morning (approx. 9-1)

Afternoon (approx. 1-5)

Evening (approx. 5-9)

Are you seeking a paid or unpaid internship? Paid* ____ Unpaid ____ Either ____

Will you seek academic credit for this internship? YES ____ NO ____

Will you be available for: Full-time ____ 35 hrs/week Part-time ____ 10 to 20 hrs/week ____

AREAS OF INTEREST

Please indicate which area interests you:

- Workshops Graphic/ Website Maintenance Special Events HR Marketing/ Social Media
 Fundraising Security Performance Writing/ Editor Other, please explain:

Do you speak any other languages? No Yes

If yes, please list language: Fluent Semi-Fluent Basic

Computer Skills/Software Used: No Yes

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

PLEASE INDICATE YOUR AVAILABILITY

MILITARY SERVICE

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Due to your access to confidential information, all students enrolled in Kindah Foundation, Inc., internships must sign this agreement. I, the undersigned, in consideration of my participation as an intern with Kindah Foundation, Inc., hereby agree to the following Confidentiality Agreement. I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as a volunteer with Kindah Foundation, Inc., I shall not, at any time either during or subsequent to this participation with Kindah Foundation, Inc., make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by Kindah Foundation, Inc.

Proprietary information includes, but is not limited to, all information, data, reports, analyses, processes, know-how, designs, plans, marketing data, business plans and strategies, negotiations and contracts, research, and interns, volunteer, donor or vendor lists, compilations, trade secrets, and confidential information, whether in written, oral or electronic form. Confidential information includes, but is not limited to, any personal information of any Kindah Foundation, Inc. employee, volunteer, agency partner, or donor, whether in written, oral or electronic form. All employer records and information relating to Kindah Foundation, Inc. or its volunteers, interns, agency partners, members, board members, sponsors, and donors are confidential and I will treat all matters accordingly. This includes any information protected under any applicable state or federal privacy law.

No Kindah Foundation, Inc., -related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Kindah Foundation, Inc. may be removed from Kindah Foundation, Inc. premises without permission from Kindah Foundation, Inc. staff. Additionally, the contents of Kindah Foundation, Inc.'s records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for an authorized business purpose and/or required by law. I will not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside Kindah Foundation, Inc.,. If I am unsure about the confidential nature of specific information, or whether specific information may be protected under state or federal law, I will ask Kindah Foundation, Inc. staff member supervising my actions as a project for clarification before disclosing the information.

Proprietary information and trade secrets (customer information, customer lists, methods, plans, documents, data, drawings, manuals, notebooks, reports, models, inventions, formulas, processes, software, information systems, contracts, negotiations, strategic planning, proposals, business alliances, training materials etc.), are created at substantial cost and expense to Kindah™ Foundation, Inc.,. Unauthorized use or disclosure of confidential or proprietary information would cause irreparable injury to Kindah Foundation, Inc. I agree that monetary damages would not be a sufficient remedy for any breach of this agreement by me, and that, in addition to all other remedies, Kindah Foundation, Inc. shall be entitled to seek (a) specific performance and (b) injunctive or other equitable relief as a remedy for any such breach, and I further agree to waive any requirement for any bond in connection with such remedy. When I cease my participation as an intern with Kindah Foundation, Inc., I will return all Kindah Foundation, Inc., -related information and property that I have in my possession, including without limitation documents, files, records, manuals, information stored on a personal computer, personal data assistant or computer disk, supplies, and equipment or office supplies.

In connection with being enrolled in a Kindah Foundation, Inc. internship, I agree to the following: I have read and understand the above definition of "confidential information." I agree that I will not at any time, both during and after my enrollment in a Kindah Foundation, Inc. internship, communicate or disclose confidential information to any person, corporation, or entity.

Intern Signature _____ Date: _____

Parent (s)/ Legal Guardian Signature _____ Date: _____

FOR OFFICE USE ONLY

Intern Position: _____ Date: _____

Intern Start: _____ End Date: _____

References Check Collected _____ Date: _____

eTraining Completed _____ Date: _____

Background Checked _____ Date: _____

Intern Interview By: _____ Date: _____