



**The Village for Families & Children**  
**Internship Application**  
*(please print)*

VILLAGE USE ONLY  
Program: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City State Zip*

Telephone: \_\_\_\_\_

School or temporary address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City State Zip*

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you 18 years old or older? (circle one) Yes No

Contact in emergency: \_\_\_\_\_ Telephone: \_\_\_\_\_

**II. Education & Work Experience**

Education and training: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relevant jobs (please list positions and key responsibilities): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you speak other languages besides English? *(specify)* \_\_\_\_\_

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**III. References**

*A reference check is an important part of the screening process for interns and consultants at The Village. Please include complete information for your references, especially daytime phone numbers, so that your references can be checked in a timely manner. References should not be relatives.*

Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Relationship to reference: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Relationship to reference: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Relationship to reference: \_\_\_\_\_

Thank you for applying to become an intern or consultant at The Village for Families & Children. Please return your completed application to The Village manager with whom you will be working.

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**DISCLAIMER & RELEASE OF INFORMATION AUTHORIZATION**

(Please Read Carefully Before Signing)

In consideration for employment or promotion The Village for Families & Children, Employers Reference Source may make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination from your past employment.

In compliance with the Americans With Disabilities Act, only after a contingent offer of employment is offered, will your workers' compensation history be investigated for the purpose of making certain that you are not hired for a position or assigned to a job function that could aggravate a previous injury.

In compliance with the Fair Credit Reporting Act, you are entitled to be informed if an offer of employment is withheld because of information obtained from Employers Reference Source and, in that event, we will provide a copy of the report we receive and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act."

Please complete and sign the form which follows, authorizing, without reservation, any party, including but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by Employers Reference Source to furnish any or all of the above listed information. Your authorization releases Employers Reference Source from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, it releases and discharges all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith, provide to Employers Reference Source the above mentioned information as requested, in order to successfully complete a background investigation.

For your records, a copy of this completed notice that a consumer report may be obtained for employment purposes will be provided. Please retain it for your records.

**Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.**

Print Full Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

