

Pendleton Place Internship Application



Pendleton Place is happy to extend the opportunity for hands-on learning at our organization to interns interested in placement. Your credentials will be reviewed and a follow-up interview is required at the agency. After a successful interview with the program or department leadership or the president, the candidate will be informed if they are approved for an internship. Successful placement is contingent upon completing the following documents and timely submission of requested items.

The following items are required to begin the application process:

- Completed internship application
- A copy of the candidate's school or program requirements for internships (including required hours and field)
- A current resume

The following items are required after acceptance to internship:

- \$16 cash or check to Pendleton Place for application fees and background checks
- Completed DSS 2612 Form (SLED Check Form)
- Completed DSS Form 3072 (Consent to Release Information Form)
- Results of a TB test, paid for by prospective intern (a TB test can be performed for \$3 at Exigent Urgent Care or \$39 at a CVS Minute Clinic).

Upon arrival on the first day, interns will receive an Internship Orientation Checklist, which must be completed within two weeks and submitted to HR.

All internship positions at Pendleton Place are unpaid positions.

We look forward to an educational, cooperative, innovative, and successful experience with all identified interns. Pendleton Place for Children and Families welcomes you!

Thank you for your interest,

Pendleton Place

APPLICANT INFORMATION

Last Name

First Name

Middle Name

Number and Street Address

City

State

Zip

Phone Number

E-mail Address

School Name:

School Advisor:

School Program/Major:

Hours needed to complete internship:

Year in school:

Start date of
internship:

End date of
internship:

What credentials are required of your placement supervisor (i.e., LMSW, LPC, LMFT, etc.)?

Do you have friends or relatives working for Pendleton Place?

Yes

No

If yes, state name(s) and relationship:

If selected, would you have reliable means of transportation to and from your placement?

Yes

No

Do you have a valid driver's license?

Yes

No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

Yes

No

If yes, state the nature of the crime(s), the date and location of the conviction, and disposition (e.g., sentence, probation, etc.) of the case:

(Note: A conviction will not necessarily disqualify an applicant for an internship. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered in making any internship offer.)

APPLICANT AVAILABILITY

Please use the table below to indicate day(s) and time(s) when you are available to intern:

Morning hours are 8 AM-1 PM

Afternoon hours are 12 PM-6 PM

Evening hours are 6 PM-10 PM

Monday	Tuesday	Wednesday	Thursday
Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening
Friday	Saturday	Sunday	
Morning	Morning	Morning	
Afternoon	Afternoon	Afternoon	
Evening	Evening	Evening	

Please detail any day(s) or time(s) when you are absolutely *not* available to intern:

INTERNSHIP GOALS

Why are you interested in an internship with Pendleton Place?

What are your goals for your internship experience?

REFERENCES

List below two persons unrelated to you who have knowledge of your school or work performance within the last three years:

Last Name Reference 1

First Name Reference 1

Phone Number Reference 1

Occupation Reference 1

Number of Years Acquainted with Reference 1

Last Name Reference 2

First Name Reference 2

Phone Number Reference 2

Occupation reference 2

Number of years acquainted with reference 2

Applicant's Signature:

Date:

FOR OFFICE USE ONLY:

Applicant Accepted?

If not accepted, reason:

Yes

No

If accepted, what program?

Agency/Executive

Administration/Finance

Assessment Center

Connections Count

Development

Family Bridges

IT

PQI

Smith House

Name of program supervisor with credentials:
