



In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter, your resume and a relevant writing sample. In lieu of a writing sample, candidates for the Graphic Design Internship must submit five pieces of their work in PDF Format. Incomplete applications will not be reviewed.

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First M.I. Last*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
 \_\_\_\_\_  
*City State ZIP Code*

Phone: (     ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Dates Available:     /     /     to     /     /     Semester:  Fall      Spring      Summer

- Department(s) Applied to:  Islamophobia      Civil Rights/Legal      Communications  
If multiple departments are marked, please number according to your preference.  Development / Fundraising      Government Affairs      I.T.  
 Events / Programing      Local Outreach      Graphic Design

Are you requesting that your college grant you credit hours for your internship?     YES      NO      University Contact: \_\_\_\_\_  
 Phone: (     ) \_\_\_\_\_  
 Email: \_\_\_\_\_

Are you planning to intern through another program?     YES      NO      Program: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: (     ) \_\_\_\_\_  
 Email: \_\_\_\_\_

Are you authorized to work in the United States?     YES      NO      If no, are you authorized to work in the U.S.?     YES      NO

Have you ever worked for this organization?     YES      NO      If yes, when? \_\_\_\_\_

Have you ever worked or volunteered at an organization that opposes CAIR's mission? YES  NO

If yes, explain: \_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree received: \_\_\_\_\_

University: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Major: \_\_\_\_\_  
Year / Class of: \_\_\_\_\_ Minor: \_\_\_\_\_

University: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Major: \_\_\_\_\_  
Year / Class of: \_\_\_\_\_ Minor: \_\_\_\_\_

**REFERENCES**

*Please list three references. A letter of recommendation from at least one of these references is highly encouraged.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: (     )

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: (     )

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (     )

Address: \_\_\_\_\_

DISCLAIMER AND SIGNATURE

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance into the internship program, I understand that false or misleading information in my application or interview may result in my release. I agree to allow CAIR to investigate my references, work record and education.*

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

OFFICE USE ONLY

Date received: \_\_\_\_\_ Processed by: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Final approval: \_\_\_\_\_ Date: \_\_\_\_\_

*CAIR is an equal employment opportunity employer. Discrimination based on race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.*