



**Application for Internship Position**

Document Approved and Adopted: September 4, 2018

Directions: To apply for an internship position with UHBC, please fill out the requested information below and sign, and attach two documents: 1) a current resume that includes any volunteering you may have done, and 2) a one-page letter outlining the reasons you are requesting an internship and what your goals are for pursuing the internship. In the letter, consider discussing what you believe to be your strengths and any previous experience you may have. Please note that previous experience is not necessary to be awarded an internship.

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

D.O.B.: \_\_\_\_\_

Address in Stillwater: \_\_\_\_\_

Student:  yes  no If yes, institution: \_\_\_\_\_

Regular employment (if applicable): \_\_\_\_\_

Church affiliation: \_\_\_\_\_

Church affiliation in Stillwater, if different from above: \_\_\_\_\_

Area in which you desire to serve during the internship: \_\_\_\_\_

Have you discussed your desire to serve with someone on the UHBC ministerial staff?

yes  no If yes, UHBC staff member: \_\_\_\_\_

I hereby submit my application for an Internship with UHBC. If awarded an internship, I hereby pledge to fulfill the duties assigned to me in a timely, professional and Christ-like manner. I also agree to enter into a mentorship relationship and meet regularly with a UHBC church member assigned to me for this purpose. I understand that the Internship may be revoked at any time were I to be found insufficient in any area of assignment or if my character were found to be lacking.

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

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To be completed by UHBC Personnel Committee: Date received and considered: \_\_\_\_\_

Application submission complete:  yes  no

UHBC staff endorsement:  yes  no Staff member: \_\_\_\_\_

Internship awarded:  yes  no If yes, term of service and rate of pay: \_\_\_\_\_

Internship supervisor: \_\_\_\_\_

Internship mentor, if different from above: \_\_\_\_\_