

Allen Neighborhood Center: Internship Application

Gender: M F Other _____
Last Name M.I. First Name Date / ____ / ____

Address City State Zip Code

Home Phone: _____ Cell Phone: _____

Email: _____ Date of Birth: _____ / ____ / ____

Are you seeking an internship for credit? _____ How many credits/hours? _____

Which semester(s)? : Fall Spring Summer

Emergency Contact Information

Last Name First Name Relationship

Phone Number E-mail

Please check in the boxes during the times you are available:

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	9							
	10							
	11							
PM	12							
	1							
	2							
	3							
	4							
	5							
	6							
	7							
8								

Below is a list of the possible Internship areas with the Allen Neighborhood Center; check any and all that interest you:

- | | | |
|--|--|---|
| <input type="checkbox"/> Farmers Market | <input type="checkbox"/> Take Root Garden Club | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> GardenHouse | <input type="checkbox"/> Communication | <input type="checkbox"/> Allen Market Place |
| <input type="checkbox"/> Youth Service Corps | <input type="checkbox"/> Outreach | <input type="checkbox"/> Other _____ |

Please list any hobbies, talents, skills, knowledge areas, educational background, or other information that might be useful for ANC:

References

Please list two references with phone numbers and e-mail; employment, school, previous volunteer references preferred.

1. Name: _____ Relationship: _____
 Phone: _____ E-mail: _____

2. Name: _____ Relationship: _____
 Phone: _____ E-mail: _____

Background Check Consent Form

On April 28th, 2008 the ANC Board of Directors approved the following procedures or screening all those who are applying to volunteer with Allen Neighborhood Center.

1. **All** volunteer and staff (with the exception of Michigan State University students, who are screened by MSU Service Learning Center) will be screened through the Michigan State Police IChat System.
2. Confidential files are kept on all applicants and results.
3. When the I-Chat System reveals a criminal background, the Volunteer Program Coordinator, in consultation with the Executive Director, will make a determination whether this person's offer of volunteer service will be accepted.

I understand and accept the terms listed above for participation as a volunteer at the Allen Neighborhood Center.

Printed Name

Signature

Date of Birth

Thank you for your interest in interning with the Allen Neighborhood Center! Once you have completed this form, please submit it to Volunteer Coordinator, Kat Logan. You may do so by scanning the document (front and back) and emailing it to volunteer@allenneighborhoodcenter.org, or submitting it in person/via the mail to the center. Once the documents have been submitted, along with a cover letter and resume, you will be contacted to schedule an interview!