

## Application for Internship

*The Georgia O'Keeffe Museum is an equal opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities, and availability, and without regard to non-pertinent factors of race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*

### PERSONAL INFORMATION

Date \_\_\_\_\_

Name (First, Last, Middle) \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

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

### INTERNSHIP DESIRED

Are you eligible to work in the U.S. for any employer without needing sponsorship?  Yes  No

Are you able to relocate to Santa Fe, NM temporarily for the duration of this Internship?  Yes  No

Are you able to start in person on June \_\_\_\_?  Yes  No

Are you able to stay for the duration of the internship through August \_\_\_\_?  Yes  No

### EDUCATION

1. Name and location of school \_\_\_\_\_

Dates attended \_\_\_\_\_

Major subjects studied \_\_\_\_\_

No. Of credit hours completed \_\_\_\_\_ Graduate? Yes/no

Degree received (type) \_\_\_\_\_

Additional courses or studies \_\_\_\_\_

2. Name and location of school \_\_\_\_\_

Dates attended \_\_\_\_\_

Major subjects studied \_\_\_\_\_

No. Of credit hours completed \_\_\_\_\_ Graduate? Yes/no

Degree received (type) \_\_\_\_\_

Additional courses or studies \_\_\_\_\_

**OTHER POSITIONS HELD (Include summer work during school)**

1. Dates of Employment \_\_\_\_\_

Name of Company \_\_\_\_\_ Position \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Dates of Employment \_\_\_\_\_

Name of Company \_\_\_\_\_ Position \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. Dates of Employment \_\_\_\_\_

Name of Company \_\_\_\_\_ Position \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Additional Comments About Positions Held \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe special training or education you may have received that would aid you in the internship you are applying for.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the museum?

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**REFERENCES (At least one reference should be a college professor)**

1. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ YEARS ACQUAINTED \_\_\_\_\_

2. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ YEARS ACQUAINTED \_\_\_\_\_

3. NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ YEARS ACQUAINTED \_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_