CAIR-Chicago Application for Internship & Externship Program

CAIR-Chicago is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Acceptance into its Internship & Externship Program is made on the basis of qualifications without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. If you are accepted into the program, note the minimum hour and weekly schedule requirements: Undergraduate/Graduate—Individuals who have attained at least a high school diploma or G.E.D. will be required to complete at least 12 weeks with a minimum of 12 hours per week; High School—Students in grades 9-12 will be required to complete at least eight (8) weeks with a minimum of 10 hours per week.

APPLICATION MAY BE EMAILED. Complete all questions by filling out each box. Attach your cover letter and résumé—DO NOT indicate “See Résumé”. Failing to follow these instructions will deem your application incomplete and may not be considered for review. Email application to: High School & Undergraduates—internships@cairchicago.org; Graduate—externships@cairchicago.org. All general inquiries, contact Gerald Hankerson, ghankerson@cair.com.

PART I: BACKGROUND INFORMATION — Complete the following sections.

<table>
<thead>
<tr>
<th>Position &amp; Session Applying For:</th>
<th>Name (Last, First, Middle):</th>
<th>Other names under which you have attended school or been employed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
<td>City, State &amp; Zip:</td>
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<tr>
<td>Email (Personal):</td>
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<td>Cell Phone:</td>
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<td></td>
<td></td>
<td>Home Phone:</td>
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<td></td>
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<td>Work Phone:</td>
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Are you eligible to work in the United States?  □ Yes  □ No

Are you 18 years of age or older?  □ Yes  □ No

If NO, what is your current age?

Are you currently a student enrolled in an academic institution or professional training program?  □ Yes  □ No

If YES, where? (Include address and office number)

Will you be employed or interning at another location during the session you’re applying for?  □ Yes  □ No

If YES, will you meet CAIR-Chicago’s minimum hour & weekly requirements?

If required for position, do you have a valid driver's license?  □ Yes  □ No

If YES, State of issuance, license #, and expiration date:

Are you related to any current CAIR-Chicago employee?  □ Yes  □ No

If YES, his/her name & relationship to you?
How did you learn about this opportunity at CAIR-Chicago? Check all that apply, and specify if necessary:

☐ Web: cairchicago.org  ☐ CAIR-Chicago Email List  ☐ CAIR-Chicago Social Media ____________________________

☐ School (e.g., major dept., career services) ________________________________  ☐ Career Fair __________________

☐ Organization’s Posting (please specify): Name: __________________________ Source: ____________________________

☐ Newspaper/Magazine Ad ____________________________  ☐ Referral by CAIR-Chicago Contact __________________

☐ Event ____________________________  ☐ Other ____________________________

PART II: EDUCATION — Complete the following sections.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>City/State</th>
<th>Did you graduate?</th>
<th>If No, # of years left to graduate</th>
<th>If Yes, Graduation Date</th>
<th>Degree received</th>
<th>Major/Minor</th>
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<tbody>
<tr>
<td>High School/G.E.D.:</td>
<td></td>
<td>☐ Yes  ☐ No</td>
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<td>Undergraduate:</td>
<td></td>
<td>☐ Yes  ☐ No</td>
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<td>Graduate:</td>
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<td>☐ Yes  ☐ No</td>
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<td>Other:</td>
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<td>☐ Yes  ☐ No</td>
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Other certifications, licenses, credentials, professional affiliations, honors, distinctions, etc., which are relevant to the position for which you are applying:

PART III: SKILLS — Indicate the following software programs are you proficient in. Check all that apply:

General: ☐ MS Word  ☐ MS Excel  ☐ MS Power Point  ☐ MS Access  ☐ Windows  ☐ MAC OS

Media: ☐ Adobe Photoshop  ☐ Adobe InDesign  ☐ Adobe Illustrator  ☐ Dreamweaver  ☐ Photography

☐ Print/Online Periodical Layout  ☐ Final Cut Pro  ☐ Filmmaking  ☐ Film & Audio Editing  ☐ Windows Movie Maker

Web: ☐ HTML  ☐ CSS  ☐ Javascript  ☐ Macromedia Flash  ☐ Social Media (please list platforms in the next box)

Legal: ☐ LexisNexis  ☐ Westlaw  ☐ Tech: ☐ IT/Networking  ☐ Database Design  ☐ Troubleshooting
Other skills (e.g., languages, talents, etc.), software, program, social media proficiency:

PART IV: REFERENCES — List three (3) of the following types: Professional, Academic, Extra-Curricular or Volunteer. Family members are excluded as references.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Relationship to Applicant</th>
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PART V: SIGNATURE — Read carefully and sign with your signature to affirm that you understand and agree to comply with this statement.

I certify that the information submitted in this application and its supporting documents is accurate and complete. I understand that the completion and submission of this application and its supporting documents does not guarantee that CAIR-Chicago will accept me for the program and/or the position I applied for. I understand and agree that failure to fully complete this form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for an interview, acceptance into the program, or termination from the program if discovered at a later date. I authorize CAIR-Chicago to investigate, without liability, all statements contained in this application and its supporting documents. I authorize my references and former employers, without liability, to make full responses to any inquiries in connection with this application for an internship, externship, clerkship, or fellowship at CAIR-Chicago. If requested, I agree to submit to a criminal and credit background investigation, and/or screening for illegal substances upon conditional acceptance into the program. I understand that this application and its supporting documents will be filed with CAIR-Chicago for a minimum five (5) years following the date of receipt by the organization. If offered a position and I accept, I agree to actively complete all assignments, participate in all programs, respect all participants (i.e., staff, peers, visitors, partners, and affiliates) and their property, and abide by the rules and policies of the organization throughout the duration of the program. I plan to complete all forms, including the media waiver, at the start of the program. I understand that I may be terminated at any time if I violate this clause. Finally, I understand that certain violations may result in action by law enforcement (and, if I am a minor under 18 years of age, parent/guardian notification).

Applicant

I acknowledge by my signature below that I have read and understood the statement above.

Signature ____________________________ Date ____________

Parent or Guardian

I acknowledge by my signature below I have read and understood the statement above, and verify I am the legal parent/guardian of the minor applicant.

Signature of the Parent/Guardian ____________________________ Date ____________

Printed Name ____________________________ Relationship to the Minor
FOR OFFICE USE ONLY: TO BE COMPLETED BY DEPARTMENT INTERVIEWER

APPLICATION RECEIVED:

STATUS OF APPLICANT
☐ NOT FOR CREDIT  ☐ FOR CREDIT

FOR CREDIT INFO: CONTACT & TITLE______________________________
EMAIL________________________ PHONE ____________________  ☐ PAPERWORK COMPLETED

TYPE OF APPLICANT
☐ INTERN  ☐ EXTERN  ☐ LAW CLERK  ☐ FELLOW (SPECIFY PROGRAM BELOW)

NAME OF PROGRAM/ORGANIZATION______________________________

DOCUMENTS ATTACHED

REQUIRED: ☐ RÉSUMÉ  ☐ COVER LETTER

SAMPLE: ☐ WRITING  ☐ PORTFOLIO  ☐ NOT REQUESTED/APPLICABLE TO POSITION

OPTIONAL: ☐ TRANSCRIPTS (OPTIONAL)  ☐ RECOMMENDATION LETTER

STATUS OF APPLICATION
☐ New  ☐ Reapplying  ☐ Postponed Session  ☐ Returning (Alumni)  ☐ Continuing (New Position)

IF NOT NEW, WHAT SESSION(S) PREVIOUSLY APPLIED AND/OR HAVE BEEN ACCEPTED FOR: ________________________________

IF NOT NEW, WHAT POSITION (S) PREVIOUSLY APPLIED AND/OR HAVE BEEN ACCEPTED FOR: ________________________________

☐ Complete  ☐ Incomplete (under consideration)  ☐ Void

IF APPLICATION IS VOID, STATE REASON(S): ________________________________________________________________

INTERVIEW

TYPE OF INTERVIEW: ☐ In-person (at CAIR-Chicago office only)  ☐ Phone (If applicant lives outside of Chicagoland)

DATE________________________________________ INTERVIEWED BY ______________________________

END RESULT OF APPLICATION & INTERVIEW PROCESS

OFFER EXTENDED BY CAIR-CHICAGO? ☐ Yes  ☐ No

NO: ☐ Ceased contacting  ☐ Dept. refused  ☐ Referred to another Dept.  ☐ No show/call for interview

IF NO, STATE REASON(S): ____________________________________________

OFFER ACCEPTED BY APPLICANT? ☐ Yes  ☐ No

NO: ☐ Accepted another offer  ☐ Unable to fulfill time requirement  ☐ Postponed Offer to Another Session

IF NO, STATE REASON(S): ____________________________________________

START DATE: ________________________________ END DATE: ________________________________

☐ ALL DOCUMENTS RECEIVED w/ APPLICATION  ☐ ATTENDED NEW HIRE TRAINING  ☐ CONFIDENTIALITY FORM SIGNED
☐ MEDIA WAIVER SIGNED  ☐ MEDICAL WAIVER SIGNED  ☐ DATA FORM COMPLETED  ☐ BIO SUBMITTED
☐ COMPLETED EXIT INTERVIEW  ☐ COMPLETED PROGRAM EVALUATION