

# Application for Internship – San Diego Art Institute

## Personal Information

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_

Street address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

## Education

### Current

Name of institute: \_\_\_\_\_ Type of degree/Diploma: \_\_\_\_\_

Course of study: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

Number of credits completed: \_\_\_\_\_ Grade point average (GPA): \_\_\_\_\_

### Previous

Name of institute: \_\_\_\_\_ Type of degree/Diploma: \_\_\_\_\_

Course of study: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

Number of credits completed: \_\_\_\_\_ Grade point average (GPA): \_\_\_\_\_

## List Special Skills and Abilities

*For example, foreign languages, computer skills, office machines, typing, etc.:*

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## Availability

*Please fill in the hours you are available to work in the chart provided:*

Dates available: From \_\_\_\_\_ to \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Total number of hours desired: \_\_\_\_\_ Hours per week desired: \_\_\_\_\_

## Internship Preference

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Employment History

*(Start with most recent)*

Company name: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Briefly describe duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ May we contact your supervisor for a reference? \_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Briefly describe duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ May we contact your supervisor for a reference? \_\_\_\_

## Personal Statement

*Please let us know about you, including your interests, goals, and hobbies:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## References *(Please no relatives)*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **Signature**

The information provided this application is true, correct, and complete.

Any misstatement or omission of fact on this application may result in dismissal.

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

The San Diego Art Institute is an Equal Opportunity Employer.