



**DOWNTOWN BUSINESS IMPROVEMENT DISTRICT**

**2018 Spring / Summer Internship Application**

CONTACT INFORMATION

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

Permanent Address: \_\_\_\_\_

Temporary / School Address: \_\_\_\_\_

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

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

GENERAL INFORMATION

I am applying for the \_\_\_\_\_ internship:

Graphic Design

Special Events & Programs

I am applying for the \_\_\_\_\_ internship:

Spring

Summer

I am at least 18 years of age:

Yes

No

I am legally authorized to work in the United States?

Yes

No

I have a valid driver's license?

Yes

No

REFERENCES

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

Title: \_\_\_\_\_

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

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

Relationship to Applicant: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

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

Relationship to Applicant: \_\_\_\_\_

APPLICATION MATERIALS

Send application form, cover letter (*specify which position for which you are applying*), resume, and two letters of reference to [info@troybid.org](mailto:info@troybid.org), or mailed to 251 River Street, Troy, NY 12180. All application materials should be sent in PDF format.

Graphic Design applicants, please provide links or images to explain your portfolio.