



Thank you for your interest in completing an internship at the Boys and Girls Club of Carbondale. We are looking for interns for Spring, Summer or Fall semesters and would love to meet with you. Here is the process to get started:

1. Complete the attached application and make an appointment with me for an interview.
2. For your interview you will need to bring the application, a resume, **\$13.00** for the background check processing fee and a driver's license or state ID.
3. All interns are expected to attend a week long training at the beginning of the semester you are to complete your internship. Training is **mandatory**.

Please contact me as soon as possible to schedule your interview. Interviews must be completed 30 days before the beginning of the semester.

Sincerely,

Tina Carpenter, M.S.ed
Director of Operations
Boys and Girls Club of Carbondale
PO Box 3092
Carbondale, IL 62902
618-457-8877 ext. 23
[*tcarpenter@bgc-cdale.org*](mailto:tcarpenter@bgc-cdale.org)



INTERNSHIP Application

Contact Information

Name	
Street Address	
City State ZIP Code	
Cell Phone	
Work Phone	
E-Mail Address	

Internship Placement

Internship Area (i.e., social work; psychology, etc): _____

University affiliation: _____

Supervisor: _____ # of hours required: _____

Availability

Monday _____ (TIME)
Tuesday _____ (TIME)
Wednesday _____ (TIME)
Thursday _____ (TIME)
Friday _____ (TIME)

Beginning

Date: _____

Area of Specialization

___ Administration: Program Director Marketing/Public Relations (circle one)

___ Programming (Youth)

___ Other: _____

Age Group Preference

Tell us which age group you would prefer to work with, we will try and place you with this preference as much as possible

- ___ Kindergarten – 1st grade
- ___ 2nd and 3rd grade
- ___ 4th and 5th grade
- ___ Middle School (6th-8th)
- ___ High School
- ___ Recreation (sports administration/fitness)

Site Preference

Tell us which site you would prefer to work at, we will try and place you with this preference as much as possible

- Main Site – 250 N. Springer Street
- Rebound Alternative High School
- Carbondale Middle School
- Lewis School

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from course work, practicum experiences, employment, previous volunteer work, or through other activities, including hobbies or sports.

Major Area of Concentration

Tell us about your major and how you would utilize this area into your internship with the Boys and Girls Club.

Experience with Boys and Girls Clubs

What is your experience and knowledge about the Boys and Girls Club of America?

References

Please List 3 references and note the specific requirements:

1. Name: _____ Phone: _____ Professional (professor): _____
2. Name: _____ Phone: _____ Employment: _____
3. Name: _____ Phone: _____ Personal: _____

Person to Notify in Case of Emergency

Name	
Relationship	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

FOR OFFICE USE ONLY:

Date Orientation scheduled: _____

Orientation completed – Date: _____

Initials: _____

Entered into Volunteer Trax - Date: _____

Initials: _____

COMMENTS:

BACKGROUND CHECK RELEASE OF INFORMATION

I, _____
LEGAL LAST NAME LEGAL FIRST NAME LEGAL MIDDLE NAME

Current Physical Address (MUST INCLUDE STREET, CITY, STATE, AND ZIP CODE)

Phone Number Email Address

Date of Birth Social Security Number Gender Race

Driver's License or State ID State of Issue

Have you ever been arrested or convicted of a felony: YES _____ NO _____
Have you ever been arrested or convicted of a misdemeanor: YES _____ NO _____

If you answered yes to either question above please provide a brief explanation of offense and date below:

My signature below evidences my understanding that I am being considered for a position of employment or volunteer at the BGCC and I hereby authorize BGCC to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Illinois or National Registries. I understand that I may at any time request in writing a copy of all findings. **I further understand that information obtained during the investigation(s) may be used as a basis for the acceptance or denial of appointment or reappointment, as well as termination when appointed to the above position pending completion of my records check investigation.**

I understand that refusal to supply accurate information and sign this release will result in termination of the appointment process. All information I hereby authorize to be obtained will be confidential.

Applicant Signature:

Print Name Signature Date

OFFICE USE ONLY

Cost: \$13 Check _____ Cash _____ Debit _____ Received: Date _____ By: _____
Identification Verified (picture ID): DL: _____ State ID: _____ Other: _____
Employment: _____ Program Volunteer: _____ Board Volunteer: _____ Intern: _____ Other: _____
Date Background processed: _____ Background Results received: _____
Approved: _____ Denied: _____ Result Concerns: _____