



## Internship Application

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### Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
School Internship Application Deadline Date	

### Availability

Geographic preferences:

Lynchburg    Amherst    Appomattox    BedfordCampbell

Special Considerations: \_\_\_\_\_

Availability: We have some 24 hours programs so please be sure to cover each hour of the day. If you are not available during those times please mark "X" (I.E. 8:00am-12:00pm, or 6:00pm-12:00am)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Sunday			
	Mornings				
	Afternoon				
	Evenings				



## Academic Standing and Requirements

What semester(s) are you seeking to engage in an internship or practicum?

Please indicate the academic year below    Fall    Spring    Summer

Currently enrolled in: Bachelor's Degree \_\_\_\_\_ Master's Degree \_\_\_\_\_

College or University currently enrolled: \_\_\_\_\_

Name of degree sought: \_\_\_\_\_ Total Credit Hours required to Graduate: \_\_\_\_\_

How many hours are required for your internship or practicum? \_\_\_\_\_

Who will be your school official overseeing your internship progress/course credit?  
\_\_\_\_\_

## Preferences for Internship/Practicum

Indicate which of our Portfolios of Service you are interested in conducting your internship or practicum:

Administration (Finance, Talent Management, etc.)

\_\_\_\_ Admissions

Case Management

Communications

Emergency

Intensive

Outpatient

Prevention

Therapeutic Day Treatment

Indicate preference of the population you would prefer to work with (please put N/A if not applicable):

0-10 years old: \_\_\_\_\_ 11-24 years old: \_\_\_\_\_ 24 years old+: \_\_\_\_\_

Primary Diagnosis you wish to serve with (please put N/A if not applicable):

Intellectual disability \_\_\_\_\_ Mental Health \_\_\_\_\_ Substance Use \_\_\_\_\_



### Special Skills or Qualifications

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



### Previous Volunteer Experience

Summarize your previous volunteer experience and/or internship experiences.

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## Previous Convictions

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you legally eligible for employment in the United States? (You are legally eligible if you are a US citizen or have an appropriate work permit issued by the US Department of Justice or Department of Labor.)

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, explain fully, stating exact charges, dates, and circumstances:

Have you ever been convicted of a crime (whether a felony or misdemeanor), including moving traffic violations? Please list any crime for which you were tried and convicted (You should not list any crime for which you were tried and convicted as a juvenile).

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please list all such convictions and explain: (NOTE: A conviction will not automatically disqualify you from consideration for an internship. Rather, such factors as nature of offense, gravity of offense, time elapsed since conviction, and nature of internship sought.)

## 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 an intern or practicum student, any false statements, omissions, or other misrepresentations made by me on this application may result in the immediate termination of my internship with Horizon.

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.

## **Instructions**

Please print, sign, and email this internship/practicum application form along with your resume to [internships@horizonbh.org](mailto:internships@horizonbh.org)

\*Please note: Availability of placements are limited and subject to change.