



Please note: all applications for internship must be submitted 2 months prior to desired internship start date.

INTERN/EXTERN/VOLUNTEER/JOB SHADOW APPLICATION

Should I be offered an internship, I, _____, give Harbor authorization to conduct education and criminal history background checks and receive the results of the drug screen that is required of Harbor interns. I understand that if I am applying for an Internship/Externship and if required, I must obtain necessary licensure (i.e. Social Work Trainee or Counselor Trainee license) within 15 business days of my start date with Harbor and maintain licensure throughout the internship. My internship placement is contingent on obtaining and maintaining appropriate licensure and upon the results the of background check and drug screen.

Signature: _____ Date: _____

Personal Information:

Date:	_____
Name:	_____
Street:	_____
City/State/Zip:	_____
Cell Phone #:	_____
Email:	_____

Institution Information:

Educational Institution:	_____
Degree & Major:	_____
Dept. Phone #:	_____
Course Name:	_____
Instructor/Field Coordinator:	_____
Office Phone:	_____
Email:	_____

Internship Details:

Duration of Internship: _____	Hours Required: _____	Date You Can Start: _____
Type of Experience Desired: _____		
Days/Hours Available: _____		
Supervision Licensure and Other Requirements: _____		Anticipated Licensure and Date: _____

References (interns only):

Please have **two** references fill out the forms below. References may **not** be relatives/friends.

For consideration, email your completed application and completed reference check forms to sbrasic@harbor.org

Candidate Details

Candidate Name:	Date:
Internship Candidate is Being Considered For and Location:	

Reference Details

Relationship: (check one)	<input type="checkbox"/> Advisor <input type="checkbox"/> Professor <input type="checkbox"/> Other	Name:	Position and Organization:
		Phone Number:	

Please answer the following questions about the candidate:

Past Performance	How long have you known the candidate?	
	What were the candidate's strengths? What were the candidate's weaknesses or areas where the candidate could improve?	
	Do you think the candidate is suitable for the job being applied for?	
Candidate Character	Would you trust the candidate with large sums of money, children or fragile individuals?	
	Are there any red flags we need to consider?	
	When was the last time you had contact with the applicant?	
	Is there anything else you'd like to mention about the candidate?	

Team	How does the candidate relate to others?	
Job Specific	Do you have any reason to question the applicant's reliability?	
	How did the candidate react to stressful situations?	
Summary		

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