



## Application for Internship

### Contact Information:

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

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

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

School E-mail: \_\_\_\_\_

Non-School E-mail: \_\_\_\_\_

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

### School:

College/University: \_\_\_\_\_ Graduation Date (exact): \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ GPA: \_\_\_\_\_

Degree: \_\_\_\_\_ Bachelors \_\_\_\_\_ Masters

### Internship:

Internship Semester: Jan-May \_\_\_\_\_ May-Aug \_\_\_\_\_ Aug-Dec \_\_\_\_\_

What position are you interested in? \_\_\_\_\_

What is the earliest that you can begin (exact date required)? \_\_\_\_\_

What is the latest day you can work until (exact date required)? \_\_\_\_\_

How many hours a week could you work? \_\_\_\_\_ Can you work weekends? \_\_\_ Yes \_\_\_ No

(Summer Applicants) Are you able to work at least 40 hours a week M-F? \_\_\_ Yes \_\_\_ No

Are you expecting to be paid? \_\_\_ Yes \_\_\_ No If so, how much? \_\_\_\_\_

### Internship Requirements:

Are you doing this for Academic Credit? \_\_\_\_\_ Yes \_\_\_\_\_ No

What are the minimum hours worked per week? \_\_\_\_\_ Minimum number of weeks? \_\_\_\_\_

Are you taking this internship as a graduation requirement? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you be taking classes while doing this internship? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how are your classes done? \_\_\_\_\_ Online \_\_\_\_\_ In person \_\_\_\_\_ Both

Internship Coordinator / Supervising Professor: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

**Housing:**

Do you need housing during this internship: \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, where will you live or what options do you have during the internship (exact address required)?

If the WMSC cannot provide housing, can you find housing on your own? \_\_\_ Yes \_\_\_ No

**Skills**

Can you use Microsoft Word, Excel, and PowerPoint? \_\_\_\_\_ Yes \_\_\_\_\_ No

(0 = Never use, 1 = played with, 2 = used for one project, 3 = used frequently, 4 = expert)

Adobe Acrobat: \_\_\_\_\_

Adobe Photoshop: \_\_\_\_\_

Adobe Illustrator: \_\_\_\_\_

Adobe InDesign: \_\_\_\_\_

Activities/interests:

List of special skills abilities, or certificates:

What are your qualifications to work as an intern for the Meijer State Games of Michigan?

What do you expect to learn and experience while interning?

Previous volunteer and non-profit experience:

Do you have current licenses or certifications in any of the following?

Drivers License: \_\_\_\_\_

Basic First Aid CPR: \_\_\_\_\_ Advanced First AID CPR: \_\_\_\_\_

Other Medical: \_\_\_\_\_ Sports expertise: \_\_\_\_\_ List: \_\_\_\_\_

Other special training: \_\_\_\_\_

**References:**

Please list three references that can attest to your character, work ethic, integrity and skills. Only one can be from a professor.

1) Full Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

2) Full Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

3) Full Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

**Additional:**

How did you hear about us? \_\_\_\_\_

Please send this application and resume to:

eengelbarts@stategamesofmichigan.com

or

West Michigan Sports Commission

Attn: Eric Engelbarts

171 Monroe Ave NW, Suite 545

Grand Rapids, Michigan 49503