

INTERNSHIP APPLICATION
 (Please type or print in black ink.)

For official use ONLY	
App <input type="checkbox"/> CL <input type="checkbox"/>	
Resume <input type="checkbox"/> Trans <input type="checkbox"/>	
REC <input type="checkbox"/> WS <input type="checkbox"/>	
Complete _____	
Entered _____	

FULL NAME: _____
 (your legal name) Last First Middle

How many hours a week are you applying to Intern? _____

If less than 40 hours, please list the times you are available (For example: 10 AM to 2 PM), or check below.

Monday	Tuesday	Wednesday	Thursday	Friday

- I do not know my availability yet.
 I can determine my schedule around the needs of the Internship

LIST THREE INTERNSHIPS OF INTEREST:

For a list of internships currently available, please visit www.kennedy-center.org/internships

1. _____
 2. _____
 3. _____

EMAIL: _____

CURRENT OR MOST RECENT UNIVERSITY: _____

University City, State _____

Expected Graduation Date _____

Degree & Major _____

Minor (if applicable) _____ GPA _____

CURRENT ADDRESS:

Street _____

Apt./P.O. Box _____

City State/Province Zip/Postal Code _____

Country/Region _____

PERMANENT ADDRESS (if different from current address):

Street _____

Apt./P.O. Box _____

City State/Province Zip/Postal Code _____

Country/Region _____

PHONE NUMBER: _____

(include country code, if applicable)

CELL NUMBER: _____

(include country code, if applicable)

ARE YOU A U.S. CITIZEN? Yes No Country From Which Your Passport Is Issued: _____

The DeVos Institute cannot assist with the attainment of visas for internships purposes. Applicants must already have a valid visa when applying.

HOW DID YOU FIND OUT ABOUT THE INSTITUTE? Internet Ad on: _____ Print Ad in: _____ Other: _____

I certify that the information contained on this form and in my application pack is true and complete to the best of my knowledge.

SIGNATURE: _____ **DATE:** _____

All materials submitted must arrive in one package and must be written in English. Application postmark deadlines are listed at www.kennedy-center.org/internships. Materials become the confidential property of the Kennedy Center and are not returnable.

All qualified applicants will receive consideration for an Internship without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. No question on this application is intended to secure information to be used for such discrimination. The Kennedy Center offers equal opportunity and treatment to all who apply and is committed to diversity in the Center.

PLEASE MAIL THIS APPLICATION WITH THE FOLLOWING MATERIALS IN ONE PACKET:

- Cover letter
- Resume
- Official university/college transcript(s); undergraduate and graduate (if applicable)
- Writing sample (no more than 3 pages)
- Two letters of recommendation

SEND APPLICATION PACKET TO:

Internships
 The Kennedy Center
 P.O. Box 101510
 Arlington, VA 22210