

EVERHART MUSEUM

OF NATURAL HISTORY, SCIENCE & ART

INTERNSHIP APPLICATION

In addition to completing this application form, please complete the essay, obtain a letter of recommendation, request an unofficial copy of your most recent school transcript, and include your resume. The Everhart Museum Internship is an unpaid, volunteer position. Students are encouraged to ask their respective schools about the process for receiving academic credit and the availability of funding for internships at nonprofit institutions.

 LAST NAME FIRST NAME BIRTH DATE MALE/FEMALE

 ADDRESS

 CITY STATE ZIP

 PHONE CELL PHONE EMAIL

 HEALTH CONCERNS

 EMERGENCY CONTACT PHONE RELATIONSHIP

 SCHOOL NAME GRADE / YEAR

 SCHOOL ADDRESS SCHOOL PHONE

 NAME AND POSITION OF INDIVIDUAL WRITING YOUR RECOMMENDATION

Which internship period are you applying for?

SUMMER

FALL SEMESTER

SPRING SEMESTER

How many hours do you need to complete your internship? _____

What days and times are you most likely to be available?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNINGS							
AFTERNOONS							
EVENINGS							

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How did you hear about the museum studies internship program?

MUSEUM WEBSITE SCHOOL ADVISOR POSTER TEACHER OTHER

EXPLAIN: _____

Are you legally eligible to work in the United States? YES NO
(proof of eligibility is required after an offer is extended in accordance with the law.)

Please indicate your primary areas of interest:
(rate 1-5, with 1 signifying the highest level of interest)

- ___ EDUCATIONAL PROGRAM DEVELOPMENT
- ___ TEACHING CHILDREN AND/OR ADULT AUDIENCES
- ___ RESEARCH, COLLECTIONS MANAGEMENT, LIBRARY/ARCHIVES
- ___ EXHIBITION PREPARATION
- ___ PUBLIC RELATIONS

I AM INTERESTED IN A WIDE VARIETY OF MUSEUM FUNCTIONS AND WOULD ACCEPT ANY PLACEMENT THAT MATCHES MY SKILLS.
 YES NO

Do you expect the internship to fulfill an academic requirement?
 YES NO

If yes, please explain.

essay 500 words

ON A SEPARATE SHEET OF PAPER, DESCRIBE WHY YOU WANT TO BECOME AN INTERN AT THE EVERHART MUSEUM, WHAT SKILLS YOU WOULD LIKE TO DEVELOP AND WHAT YOU HOPE TO GAIN FROM YOUR INTERNSHIP POSITION. ALSO INCLUDE CAREER GOALS, YOUR INTEREST IN MUSEUM WORK, AND WHAT SKILLS YOU HAVE TO CONTRIBUTE.

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Please read all of the information carefully and sign below.

Your signature implies that you have read and agree with the following statements regarding your participation in the Everhart Museum's Internship Program.

- I have read the materials provided and understand the content and requirements of the Internship Program.
- I understand that the success of an internship experience is a cooperative effort on the part of the student and the museum, and I agree to do my part to create a positive learning experience. I also agree to behave in conformity with the rules and regulations of the Everhart Museum. Failure to do so could result in immediate dismissal from the program without any advance notice.
- I am aware that participants may be photographed for educational, archival, or public relations purposes during their internship experiences. I give my consent that photographs of the participant may be published in Everhart Museum materials.
- I understand that although the Everhart maintains the highest safety standards, the museum does not assume liability for accidents, illness, or disease.

STUDENT NAME (PLEASE PRINT)

STUDENT SIGNATURE

DATE

application checklist

- INTERNSHIP APPLICATION
- COMPLETED ESSAY
- RECOMMENDATION
- MOST RECENT TRANSCRIPT
- RESUME

send application to:

**education department
everhart museum
1901 mulberry street
scranton, pa 18510-2390**

FOR OFFICE USE ONLY:

APPLICATION RECEIVED

START DATE

INTERVIEW

END DATE