



Transforming Lives. Building Community Well-Being.

Internship Application Form & Instructions

Thank you for your interest in pursuing an internship with Trillium Health Resources. An internship is a pre-professional learning experience that offers meaningful, practical work experience related to a student's field of study or career interest. Internships allow students to apply principles and theory learned in the classroom in a professional environment. Through an internship students are provided an opportunity for career exploration and development as well as a chance to learn new skills.

A complete application packet must be received to consider an intern for placement. Review the following application requirements before submitting your application.

Students must be currently enrolled with in school. Internship/practicum opportunities are for undergraduate, graduate, and/or collegiate students to obtain practical working knowledge while they are studying for degrees in their professions.

A complete application packet includes:

Cover letter explaining why you would like to do an Internship with Trillium

A current up to date resume

Trillium Internship Application (below)

Explanation of any Criminal History or Pending Charges

Transcript

Completed application packets may be submitted by e-mail to:

Mark Beasley, HR Manager

Mark.Beasley@trilliumnc.org

Applications will not be processed if:

The application and/or the packet is incomplete.

The application is received by Trillium after 5:00 p.m. on the application deadline, if applicable



Internship Application Form

Application Date _____

APPLICANT INFORMATION

Name _____
(first, middle, maiden, last)

Current Address _____
(P.O. Box, Street Address, City, State, Zip)

Permanent Address _____
(P.O. Box, Street Address, City, State, Zip)

Phone Number _____ Email Address _____

Language Fluencies _____

Do you have any criminal convictions or pending charges? Yes No

If yes, please give a brief explanation. This will **not constitute** an automatic bar to an internship

What is your citizenship status? (check one)

- U.S. Citizen Resident Alien Temporary Visa

SCHOOL INFORMATION

Name of College/University _____

Anticipated Graduation Date _____ Degree _____

Major _____ Minor _____

Academic Supervisor _____

Current Status (check one) Freshman Sophomore Junior
 Senior Graduate courses

Overall GPA _____ Major GPA _____



Please indicate the dates you are available for internship, beginning with the earliest possible start date and the latest date you can be involved in an internship

Start Date _____ End Date _____

Number of hours each week that you are available/required for internship _____

ADDITIONAL INFORMATION

List in chronological order your work or volunteer experience:

Please describe specific skills, accomplishments, interests, and/or certifications which are relevant to this internship:

Please provide any other information that you would like for us to take into consideration for this internship:

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge and understand that, if granted an internship; falsified statements on my application shall be cause for dismissal from the internship program.

I authorize previous employers, educational institutions, professional certification boards, and others to provide any information, including otherwise confidential information, requested by Trillium in its evaluation and verification of this application and of my credentials and qualifications for internship. I release Trillium from all liability for any damage that may result from utilization of such information.

I understand that regulations require that I report any and all criminal history including arrests, convictions, and pending charges within five (5) days for the event. Having a criminal history or pending charges does not automatically bar me from an internship with Trillium. I further understand that I will be subject to a background check.

I understand that this is an opportunity to gain knowledge and experience in the field, and that there will be no compensation or benefits for my time while participating in the Trillium Intern Program. Furthermore, I understand there should be no expectations of an employment offer by Trillium at the conclusion of the internship.

Applicant Signature _____ Date _____