



Intern Application

INSTRUCTIONS: Please print legibly all responses, except your signature. Please complete all items. The information you provide will allow us to consider you for the intern position for which you have applied.

PLEASE NOTE: If you need assistance or accommodation in completing this application, please inform us. Such requests will not adversely affect your being considered for the internship for which you are applying.

This internship, if offered, is contingent upon the items listed in the APPLICANT CERTIFICATION section on page 5.

Qualified applicants receive consideration on the basis of qualifications for the position without regard to race, color, sex, age, national origin, marital status, veteran status or disability. As a religious organization, Center for Arizona Policy is permitted and reserves the right to prefer interns on the basis of religion. Title VII, Section 702-703, v.s. Civil Rights Act of 1964. Applicant must hold principles which coincide with Center for Arizona Policy's Statement of Faith and Standards of Conduct. Do not provide any information on this application that may identify your race, color, sex, age, national origin, marital status, or disability.

NAME (Last) _____ (First) _____ (MI) _____ E-mail address _____
 ADDRESS (Street) _____ (City) _____ (Zip) _____ Telephone Number (____)____-____
 TODAYS DATE _____, 20____ DATE AVAILABLE _____, 20____ Are you age 18 or older? Yes No

Specify any days and/or hours you are NOT available: _____

If selected, do you have adequate transportation to and from the CAP office? Yes No

Have you applied for an internship with CAP in the past? Yes No If Yes, when: _____

EDUCATIONAL RECORD			
	School Name; City & State	Major Field of Study	Grade Point Average
High School			
College or University			
College or University			
Graduate School			
Other relevant training:			

How proficient are you in the following software:

Software Proficiency	Basic	Intermediate	Advanced	Comments
Microsoft Outlook				
Microsoft Word				
Microsoft Excel				
Microsoft Power Point				
Other				
Typing Skills/Speed				WPM:

CRIMINAL HISTORY, if any

Have you been convicted of, or pleaded guilty to, or pleaded no contest to a felony or misdemeanor in the past seven (7) years? **Please note that a 'Yes' answer to this question does not necessarily disqualify an applicant from an internship.** Factors that will be taken into account include the nature of the conviction as it relates to the internship applied for, the amount of time that has elapsed since the conviction and/or completion of sentence, and the seriousness of the offense. CAP reserves the right to reject individuals based on intern position related convictions.

Yes No

If you answered 'Yes', please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed.

Date of Offense	County and State in which Offense Occurred	Conviction/Explanation	Rehabilitation Completed

YOUR SPIRITUAL FOUNDATION

Center for Arizona exists as an organization dedicated to influencing our culture through the proclamation of Biblical Truth. The Center for Arizona Policy is a bona fide religious organization; therefore, we need to know the following about applicants.

Have you ever made a personal commitment to Jesus Christ? Yes No If Yes, describe?

What is your understanding of what it means to be a Christian?

WHY AN INTERNSHIP WITH CAP?

Please provide a brief description of why you would like an internship with CAP?

CENTER FOR ARIZONA POLICY

STATEMENT OF FAITH

- ✚ We believe the Bible alone (the 66 books of the Old and New Testament) to be the inspired, infallible, ultimately authoritative Word of God, without error in the original manuscripts.
- ✚ We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ✚ We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death His shed blood, in His bodily resurrection, in His ascension to the right hand of the Farther, and in His personal return in power and glory.
- ✚ We believe that all human beings are lost and sinful by nature. We believe that for the salvation of the lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- ✚ We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- ✚ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- ✚ We believe in the spiritual unity of believers in our Lord Jesus Christ. The true Church is the body of Christ of which He is the head.

Please mark one: _____My beliefs are consistent with the Statement of Faith of the Center for Arizona Policy.

_____My beliefs are not consistent with the Statement of Faith of the Center for Arizona Policy.

Expectations of Interns with the Center for Arizona Policy

Moral Life Style

As an intern, you represent CAP in your work ethics, your morals, and your conduct both during and after normal business hours. As such, you are expected to maintain exemplary standards of behavior at all times. CAP maintains a zero tolerance policy and will administer discipline, up to and including termination of the internship, for violations including, but not limited to:

- Use of unlawful/illegal drugs/substances or abuse of lawful drugs/substances.
- Alleged illegal activity which may (or does) result in arrest and/or conviction
- Participating in the state lottery or casino type forms of gambling
- Not dressing in conformance with one's biological sex
- Not using the restroom, locker room, and changing facilities conforming with one's biological sex
- Any activity or behavior which is considered by the President/CEO to be inappropriate or that reflects unfavorably on the image (witness) of CAP

Sanctity of Marriage

CAP is committed to preserving marriages (defined as the marital union of one man and one woman) and families.

Interns are expected to maintain the sanctity of marriage by:

- Not having sexual relations outside of marriage or cohabitating with anyone outside of marriage.
- Not dating anyone who is married to another person.
- Not dating others while separated or pending divorce.

Any intern who violates either policy above will be disciplined up to and including termination of the internship.

Please mark one: _____If selected as an intern, I agree to abide by the policies above.

_____If selected as an intern, I cannot abide by or do not agree to abide by the policies above.

CHURCH ATTENDANCE
List the last two churches you have regularly attended.

✠ Church _____ City/State _____

From Date _____ to _____

✠ Church _____ City/State _____

From Date _____ to _____

REFERENCES
Please provide three references, one related to your church attendance above, one from your educational background and a third personal reference.

Name _____ Relationship _____

Phone _____ - _____ - _____ OR E-Mail _____

Name _____ Relationship _____

Phone _____ - _____ - _____ OR E-Mail _____

Name _____ Relationship _____

Phone _____ - _____ - _____ OR E-Mail _____

GRADES AND WRITING SAMPLE

Along with this completed Intern Application please include the following:

- **An unofficial transcript of your grades**
- **A sample of your writing skills (anything that is a good representation of your writing abilities)**

APPLICANT CERTIFICATION - READ CAREFULLY BEFORE SIGNING

I certify that the information I have provided on this Intern Application is true and complete. I understand and agree that an internship with the Center for Arizona Policy, if offered, may be immediately discontinued if misrepresentation, falsified statements, or material omissions are found to have been made. I authorize schools, former employers, and references listed above to provide any and all information pertinent to my being considered for this internship and hereby release those providing such information from any liability for doing so.

I also understand that, if selected, the Center for Arizona Policy or I may terminate the intern relationship at any time, with or without cause, with or without notice, and without liability. I understand and agree that, if selected, this internship does not constitute a contract of employment between the Center for Arizona Policy and myself. I agree to abide by and conform to all company policies, rules, and procedures as may be in effect from time to time.

I have read the above, understand its content and meaning, and agree to all of its provisions. I understand that, upon my request, I will be provided a copy of my signed Intern Application.

SIGNATURE _____ Date _____

PLEASE RETURN YOUR COMPLETED AND SIGNED FORM:

Via email to: intern@azpolicy.org;

Via fax to: (602) 424-2530; or

Via mail to: Intern Applications, Center for Arizona Policy, PO Box 97250, Phoenix, AZ 85060-7250

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____



Notes/Comments, if any:

TO BE COMPLETED BY INTERNSHIP MANAGER

If selected for internship, tentative start date _____, 20__