**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 perm itted 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 |  |  |  |
| Graduate School |  |  |  |
| Technical, Business, Trade 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 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

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.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 any of the policies 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)**

 **A current resume**

**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

Interviewed by Date

Interviewed by Date

Interviewed by Date

Notes/Comments, if any:

TO BE COMPLETED BY INTERNSHIP SUPERVISOR

If selected for internship, tentative s tart date , 20