**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 allowed and reserves the right to prefer interns on the basis of religion based on Title VII, Section 702-703 of the 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

TODAY’S DATE , 20 DATE AVAILABLE , 20 Are you age 18 or older? Yes No

 Semester(s) for which you are applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 orUniversity |  |  |  |
| Graduate School |  |  |  |
| Technical, Business, Trade School |  |  |  |
| Other relevant training: |

Revised 10/14/19

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 NoIf 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. 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**

1. We believe the Bible alone (the 66 books of the Old and New Testament) to be the inspired, the only infallible, authoritative Word of God, without error in the original manuscripts. The Bible is our source of religious authority for matters of faith and conduct.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. 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 through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that all human beings are lost and sinful by nature. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential. Justification is by faith alone, in Christ alone, and is not based on any human works or doctrine.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. 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.
7. 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.
8. We believe the term “marriage” has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
9. We believe the differences between male and female, including biological differences, are divinely ordained, integral to God’s design for self-conception as male or female, and meant for human good. Therefore, the rejection of one’s biological sex and adoption of a transgender self-conception is inconsistent with God’s holy purposes in creation and a departure from Christian faithfulness and witness.
10. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life. (Ps 139.)

**Please mark one:**

 My beliefs are consistent with the Statement of Faith of Center for Arizona Policy.

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

**Expectations of Interns with Center for Arizona Policy**

**Moral Life Style and Sanctity of Marriage**

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. Center for Arizona Policy reserves the right to interpret any action or decision that is inconsistent with a commitment to a Christian lifestyle and scriptural teachings as a breach of policy, 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
* 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 Center for Arizona policies will be subject to 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 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, 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 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