



Internship Application

As an Equal Opportunity Employer, we will always endeavor to select the best qualified individuals based on job related qualifications, regardless of race, creed, color, sex, gender identity, sexual orientation, national origin, handicap, marital status, age, political belief, genetic information, or religion.

Date: _____

All interested applicants must read the following three expectations that all interns must abide by.

Purpose of Roy Maas Youth Alternatives (RMYA)

RMYA is a comprehensive child care program for children and youth who are experiencing some type of crisis in their lives. Their need is our reason for existing. We take a positive approach in addressing the social, recreational, intellectual, physical, and emotional development of each child. As a staff member at RMYA, your primary responsibility is to provide an environment whereby each child can understand their behavior, take responsibility for their actions and further develop their potential.

Personal Appearance

As a representative of RMYA, you are expected to take pride and care in your appearance, dress, and general grooming. Cleanliness and caring for your personal hygiene is a requirement.

Treatment of residents and fellow staff members

How we handle anger, frustration, conflicts, and crisis situations are all big factors in how successful we are in shaping the direction of the youth with whom we work. Respect for self and others is a critical requirement for all staff members.

Personal Background

Last Name: _____		First: _____	Middle: _____
Street Address: _____		Phone: _____	
City/State/Zip: _____		Alt. Phone: _____	
Has your license ever been revoked? ☐ Yes ☐ No		Citizen of the United States of America? ☐ Yes ☐ No	
Have you lived in any other state in the last 5 years? ☐ No ☐ Yes if so, what state(s): _____		Email Address: _____ Would you like to be informed of RMYA events? ☐ Yes ☐ No	
Emergency Contact Name: _____ Relationship: _____ Phone: _____ Address/City/State/Zip: _____			

For office use only:

Internship Information

Position desired: ☐ Graduate Intern-Meadowland ☐ Under Grad. Intern-Meadowland
☐ Graduate Intern-The Bridge ☐ Under Grad. Intern-The Bridge
☐ Graduate Intern-Counseling Center ☐ Other (specify): _____

Days of the week and times available to volunteer:
☐ Mon _____ ☐ Tue _____ ☐ Wed _____
☐ Thu _____ ☐ Fri _____ ☐ Sat _____
☐ Sun _____

Total hours needed:
 _____ Hrs.

Date you can start work:

Name of School Liaison: _____
 Phone Number: _____

Have you ever applied for employment at RMYA?
☐ Yes ☐ No

Educational Background

School	Name & Location	Course of Study	No. Years Completed	Did you Graduate?	Degree or Diploma
High School				☐ Yes ☐ No	
College				☐ Yes ☐ No	
Other				☐ Yes ☐ No	

Employment Background

1) Company Name:	Phone:
Address:	Start Date: End Date:
Job Title:	Name of Supervisor:
2) Company Name:	Phone:
Address:	Start Date: End Date:
Job Title:	Name of Supervisor:
3) Company Name:	Phone:
Address:	Start Date: End Date:
Job Title:	Name of Supervisor:

Military Background

(Complete this section if you served or are currently serving in the United States Armed Forces)

Branch of Service:	Period of Active Duty (Month & Year): From: _____ To: _____
Rank at Final Discharge:	Date of Final Discharge:

Volunteer/Internship Experience

1)Site Name:	Phone:
Address/City/State/Zip:	Dates you volunteered: From: _____ To: _____
Contact Person:	Describe what you did: _____ _____ _____
2)Site Name:	Phone:
Address/City/State/Zip:	Dates you volunteered: From: _____ To: _____
Contact Person:	Describe what you did: _____ _____ _____

References

(Not former employers or relatives)

Name & Occupation	Address/City/State/Zip	Phone Numbers
1)		
2)		
3)		

Additional Qualifications

Occasionally the form of an application makes it difficult for an individual to adequately summarize his/her complete background. To assist us in finding the proper volunteer experience for you in our agency, use the space below to summarize any additional information necessary to describe your qualifications and interest. Include information about fluency in any foreign language. _____

Signature

Roy Maas Youth Alternatives, (RMYA) is required to check criminal conviction records on applicants in positions with direct contact with persons served by the agency once position offer is made. Certain convictions may make you ineligible and lead to dismissal. I understand that current and/or former employers, volunteer/internship sites, and listed references may be contacted for a reference. I hereby declare the information provided by me in this Internship Application is true, correct, and complete to the best of my knowledge.

Signature

Date

Questions & Answers

1. Why do you want to complete your internship at Roy Maas Youth Alternatives (RMYA)? _____

2. What are the main activities you would like to be involved in as an intern student at RMYA? In other words, how would you like to spend your time here? _____

3. How do you feel about interning at an agency that has a no smoking policy? _____

4. How would you handle a situation when you see an employee, volunteer, intern breaking a RMYA policy or rule? _____

5. If you have a disagreement with a staff, volunteer, or intern how would you handle the situation? _____

6. How do you feel young people should be treated while they are residents at RMYA? _____

7. How did you learn of RMYA? _____

8. Are there any other comments you would like to make? _____

