



Intern Application

Applications need to be turned in to the Business Office on Level 5 of the Main Library
(111 Library Street NE, Grand Rapids, MI 49503).

PERSONAL INFORMATION

Last name	First name	Middle initial
Phone number 1	Phone number 2	Today's date
Current street address	City, state, ZIP code	Received date (official use)
Email address	Are you 18 years old or older? <input type="checkbox"/> yes <input type="checkbox"/> no age if under 18:	

EDUCATION

Highest level completed: <input type="checkbox"/> high school <input type="checkbox"/> college degree <input type="checkbox"/> graduate degree <input type="checkbox"/> post graduate degree	
Please list college degrees earned (if any):	
Are you currently a student? <input type="checkbox"/> yes (please list school and area of study below) <input type="checkbox"/> no	Please provide name and contact information for a supervising professor:
Is an internship required by your current degree program? <input type="checkbox"/> yes <input type="checkbox"/> no	

INTERNSHIP INTERESTS AND SPECIFIC SKILLS

How would an internship at the Grand Rapids Public Library assist you in your future career goals?							
Do you have any specific requirements for your internship?							
What special interests and/or skills do you have?							
Current and/or former occupation(s):				Current and/or former employer(s):			
I am available to work:							
Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							

PERSONAL REFERENCES (LIST THREE)

Name	Relationship to you	Phone number(s)
Name	Relationship to you	Phone number(s)
Name	Relationship to you	Phone number(s)

EMERGENCY CONTACT INFORMATION

Name	Home phone number
Relationship to you	Work phone number
Address	Cell phone number

PLEASE READ THE FOLLOWING AND SIGN BELOW

I certify that the statements made in this intern application are true and correct, and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the Grand Rapids Public Library from any liability for supplying such information.

I understand that the Grand Rapids Public Library reserves the right to screen interns, to accept or reject any applications, and to place applicants in specific locations and positions based on the needs of the Library. I also understand that I may be subject to a background check.

I understand that my internship may end at any time for any reason with or without cause and with or without notice.

Signature: _____ Date: _____