



Internship Application

The purpose of the intern program is to assist students by giving them free classes in exchange for work at iO. Interns are expected to conduct themselves with the same professionalism as they would at any other job.

Internships are only available to currently enrolled students. A student is not eligible for an internship until Level 2. Please do not submit your application until you have attended your first Level 1 class.

TODAY'S DATE: _____

NAME: _____

PHONE#: _____

WORK#: _____

ADDRESS: _____

EMAIL: _____

CURRENT CLASS LEVEL: ____ **TEACHER:** _____

AVAILABILITY:

Intern shifts are 6 hours. You work the same shift for the 8 weeks of the session. Shifts start between 4pm-6pm.

(Please check all that you are WILLING to be available for.)

SUN	MON	TUE	WED	THUR	FRI	SAT

REFERENCES:

NAME	PHONE#	OCCUPATION	TIME KNOWN. (MINIMUM 1 YEAR)

(over)

Please attach a copy of your work resume, highlighting any experience you have in customer service, and answer the questions listed below. Be thorough (feel free to attach an additional sheet) and keep it professional (no bits, please).

WHY DO YOU WANT TO INTERN?

TELL US A LITTLE BIT ABOUT YOU:

Do you have experience in the service industry? Do you have any experience answering phones or working in a box-office? If so, what were your duties?

Do you have regular access to email?

Do you have reliable transportation?

No call/no show shifts result in immediate termination. Please initial here to show you understand this policy: