

Official Use Only:

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# Application for Internship 2016

PO Box 2043, Kennesaw, GA 30156 \* Phone 770-528-3580

Submit Via Email: exdirector@georgiagames.org; Website: www.georgiagames.org

 **(Complete ALL** & Must be Typed)

**Part I. Demographics**

## Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred to be called: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Gender: \_\_ Male or \_\_Female Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_ Age: \_\_\_\_

School Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Permanent Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information:

School E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NON-School **Permanent** E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone:( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II.: Position** Position desired: (Check any that apply, but rank them 1, 2, 3, etc)

 \_\_Events Mgmt. \_\_Volunteer Mgmt. \_\_ Logistics Warehouse \_\_Executive Assistant

 \_\_Public Relations \_\_Graphic Design \_\_Website \_\_Photography

 \_\_Marketing \_\_Sponsorship Compliance \_\_Sponsorship Sales \_\_Fundraising

###### Internship semester: Jan-May\_\_\_\_\_\_\_ May-Aug\_\_\_\_\_\_\_ Aug-Dec\_\_\_\_\_\_

###### When is your Finals Week (exact dates)? \_\_\_\_\_\_\_

###### When is your Graduation Ceremony Date (exact date): \_\_\_\_\_\_\_

Will you be returning to the same University after this internship ends? \_\_Yes or \_\_No

###### Part III.: Education

###### Undergraduate: University Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year in College: \_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_ G.P.A. overall:\_\_\_\_ G.P.A. Major: \_\_\_\_\_

###### Graduate: University Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year in College: \_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ G.P.A. overall:\_\_\_\_

Current Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR DIRECT Intern Coordinator or Supervising Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability:**

What is the **EARLIEST** that you can begin (Exact Date required)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the **LATEST** day you can work until (Exact Date required)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the dates of your Finals Week? (Exact Dates required)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you currently (or anticipate) working an on-campus job? \_\_Yes or \_\_No

**Academic Credit Status:**

Are you taking this internship for Academic Credit? \_\_Yes or \_\_No

 If not, will you? \_\_\_\_\_\_\_\_

Are you taking this internship as a graduation requirement? \_\_Yes or \_\_No

When do you register with your College for this internship class (be as specific as possible)? \_\_\_\_\_\_\_\_\_\_\_

Will you be taking classes while doing this internship? \_\_Yes or \_\_No

 If so: are they ON-Line only? \_\_Yes or \_\_No

 If so, how many & list classes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part IV.: Computer Skills & Certifications:**

## Rating: (0=never used; 1=played with; 2=used for one project/class; 3=used frequently; 4=expert)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic** | **Rating** | \*\* | **Graphics** | **Rating** | \* | **Website Development:** | **Rating** | \* | **Other Software:** | **Rating** |
| Word |   | \* | Illustrator |   | \* | Dreamweaver  |   | \* | Hytek  |   |
| Excel |   | \* | Photoshop |   | \* | HTML Code  |   | \* | Other:\_\_\_\_\_\_\_  |   |
| Access  |   | \* | Publisher |   | \* | Word Press  |   | \* | Other:\_\_\_\_\_\_\_ |   |
| Adobe Acrobat  |   | \* | In-Design |   | \* | Other:\_\_\_\_\_\_\_  |   | \* | Other:\_\_\_\_\_\_\_  |   |

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES or NO |  | YES or NO |
| Lifeguard Certification |  | CDL (Commercial Truck License ) |  |
| Basic First Aid CPR Certification |  | Referee/Official Certified |   |
| Advanced First Aid CPR |  | Sports expertise |  |
| Other Medical Training |  | Other special training: |  |

## Is a Macintosh/Apple Computer your main computer that you feel comfortable using? \_\_Yes or \_\_No

## Is a PC Computer your main computer that you feel comfortable using? \_\_Yes or \_\_No

**Part V.: Financial**

###### Do you need to work a job while doing this internship? \_\_Yes or \_\_No

Do you **REQUIRE** a paying internship and if so, how much? \_\_Yes or \_\_No $\_\_

Are you able to work at least 40 hours a week M-F and weekends? \_\_Yes or \_\_No

If not why and what can you work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Do you need housing during this internship? \_\_Yes or \_\_No

##  If not, where will you live or what options do you have during the internship AND with who?

##  (exact address required)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  If housing cannot be provided, are you willing to find AND pay for housing on your own? \_\_Yes or \_\_No

**Part VI. Miscellaneous Differentiation Questions**

Do you have a reliable car/truck that you can bring to the internship? \_\_Yes or \_\_No

## Can you “call on” people to ask for money or to register for a program? \_\_Yes or \_\_No

Do you have any expertise in computer technology (hardware, software, etc?) \_\_Yes or \_\_No

Do you have any expertise as a “handyman”/”craftsman” building or constructing things? \_\_Yes or \_\_No

Do you have any photography proficiencies aside from “selfies” or social? \_\_Yes or \_\_No

Do you have any experiences driving a large truck (16’ or larger)? \_\_Yes or \_\_No

Do you have any experiences working in a warehouse or using a Palate Jack? \_\_Yes or \_\_No

## Do you have any experiences screen / heat press printing T-shirts? \_\_Yes or \_\_No

Is the English Language your native and primarily Language? \_\_Yes or \_\_No

 If not, state your Native Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been arrested of a crime including traffic violations? \_\_Yes or \_\_No If so, for what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a crime including traffic violations? \_\_Yes or \_\_No

 If so, for what? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Why should the Georgia Games bring you on as an Intern? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## What sets you apart from all of the others interns applying for these positions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What does an Internship Site OWE you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why is finding a quality internship so important to you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you expect to learn at the Georgia Games Internship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Volunteer and Non-for-profit experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part VII: References**

Please list Three References that can attest to your character, work ethic, integrity and skills.

Supervisors ONLY and only one can be from a professor and **No family members.**

Must have email addresses! Can be coaches (HS or college), clergy, summer supervisors, etc.

1) Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to yourself: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime telephone number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to yourself: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime telephone number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to yourself: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime telephone number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part VIII: Legal Acknowledgements**

This is a LEGAL APPLICATION and anything that is willingly misrepresented on it is a crime.

Type in your **INITIALS** on each of these statements agreeing to each of them:

\_\_\_\_ I understand that this is a PROFESSIONAL experience and will treat this experience and the Georgia State Games with the utmost professionalism at all times.

\_\_\_\_ I acknowledge that I DO NOT use and WILL NOT use any legal or illegal drugs, chemicals, narcotics or any other substances that would be deemed illegal or unprofessional by my college, any law enforcement agency or the Georgia State Games at any time during these internship dates.

\_\_\_\_ I acknowledge and give permission to the Georgia State Games to be submitted to State of Georgia drug testing protocols as dictated under the Georgia State Code.

\_\_\_\_ I acknowledge that I am in good physical, emotional and psychological condition to perform all of the duties assigned including physical lifting up to 100 lbs, stressful situations, close work with team members, customers and roommates, and situations needing high amounts of concentration, organization and independence.

\_\_\_\_ I acknowledge that this internship will include working long hours and weekends and at times very early morning and very late night timeframes AND I am willing and able to do so.

\_\_\_\_ I acknowledge that providing false information on this application can be construed as fraud and can have very serious ramifications. By placing my initial on the line, I certify that all of the information is complete and truthful.

\_\_\_\_ I acknowledge that I do not suffer from ANY mental, emotional or physical diagnosis that will inhibit my ability to perform at 100% all of the time. If I do have a condition, I will state this matter in writing to the Commission to make them aware of any issue.

\_\_\_\_ I acknowledge that IF I take this internship for Academic Credit, that I will have to follow and most likely pay my college for the privilege to take this internship and abide by all of the colleges financial requirements.

To Apply, Submit via ONE EMAIL:

1) THIS APPLICATION;

2) RESUME;

3) COVER LETTER

4) SPORTS QUESTIONNAIRE &

Prior to final Acceptance:

5) A written correspondence (email or letter) from your program director vouching for your integrity and recommending you as a high level candidate that will complete this internship to the best of your ability.

**For PR or Graphics Applicants: Additionally, submit copies of your writing samples, on-line graphics portfolio or website samples along with the above items.**

**Requirements:**

**Must demonstrate Organizational Ability**

**Must demonstrate Extreme Thoroughness Ability**

**Must Demonstrate Effective communication Skills: Verbally and in Writing**

**Must be Assertive**

**Must be Mature**

**Must be a Team Player**

**Must be able to Multi-Task**

**Must be willing to “get dirty”**

**Must be willing to talk to strangers**

**Must be able to be aware from YOUR “comfort” zone**