

The Arc of San Diego
Personal and Leisure Services
Internship Application



Please fill out the application below completely. Attach your resume with your completed application and email, mail, or fax back to Cara Jenkins, CTRS, Leisure Express Coordinator.

Name: _____
First M.I. Last

Address: _____
Street City Zip

Phone: _____ Email: _____
Primary Alternate

Are you 21 years of age or over? YES NO

Do you have a current CPR/AED certification? YES NO

Do you have a current First Aid certification? YES NO

Do you have a valid Driver's license? YES NO License #: _____ State: _____

Has your driver's license ever been suspended or revoked? YES NO

If you answered yes, list all offenses giving dates, natures and dispositions: _____

Do you have a valid State issued ID card or US Passport? YES NO #: _____

Have you ever been convicted by a court of an offense? YES NO

Have you ever been released from employment, or as a volunteer? YES NO

Is this internship fulfilling a school requirement? YES NO

Is this internship fulfilling a therapeutic recreation degree requirement? YES NO

College or University Attending: _____

Major: _____

Advisor's Name: _____

Advisor's Phone: _____ Advisor's Email: _____

Hours Required for Completion: _____ Estimated Date of Graduation: _____

Preferred Internship Start Date: _____

The Sulpizio Family Center
3030 Market Street,
San Diego, CA 92102

Phone: 619-685-1175, ext. 254
Email: cjenkins@arc-sd.com
Fax: 619-234-3759

What areas you would like to focus on most during your internship (logistics, programming, community outreach, fundraising, etc)? _____

REFERENCES: Give the names, email address, and phone numbers of three professional references who have knowledge of your character (professor, coach, co-worker, supervisor, etc.), experience, and abilities.

NAME	EMAIL	PHONE

AGREEMENT

Read and initial each paragraph, sign and date.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for acceptance as a Volunteer and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure acceptance as a Volunteer shall be grounds for rejection of this application or for immediate dismissal as a Volunteer, regardless of the time elapsed before discovery.

_____ I hereby authorize The Arc of San Diego to thoroughly investigate my references, work record, education and other matters related to my suitability as a Volunteer. In addition, I hereby release The Arc of San Diego, my former employers and all other persons from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Signature: _____ **Date:** _____