

## **Are You Safe Internship Program Information**

Are You Safe offers internships at our downtown Tampa office. The internship is designed to provide students and recent graduates with an opportunity to learn about nonprofit management, fundraising, and creating and implementing education programs on domestic violence.

**Internship Positions Available:** Internship opportunities are available in our Education and Marketing departments.

**Eligibility:** A candidate must be an undergraduate student, or have graduated from college within 12 months of beginning the internship.

**General Information:** Interns are expected to work between 10 and 20 hours a week during an 8 to 12 week internship period. Internships are offered during the Fall and Winter/Spring semesters. Interns are subject to the applicable Are You Safe employee rules.

**Application Procedures:** Candidates must complete an application form and submit it with their cover letter, resume, and transcripts. Candidates will need to include at least 1 letter of recommendation and one writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

**Application Deadlines:** Fall program: applications must be postmarked by July 15.  
Winter/Spring program: applications must be postmarked by January 15.

**Mail Applications to:** Are You Safe—Internship Program  
Attn: Christine Boulos, Executive Director  
505 E. Jackson Street Suite 209  
Tampa, FL 33602

**Where to Go for Further Information:** Are You Safe's website—[www.r-u-safe.org](http://www.r-u-safe.org)  
Christine Boulos, 813. 997.7432

*Are You Safe is an Equal Opportunity Employer*





## Internship Application Form

Are You Safe is an equal opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.

In order to be considered for an internship, you must submit a signed and completed cover letter, 1 letter of recommendation, a writing sample, and transcripts. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Name: \_\_\_\_\_

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

Permanent Address: \_\_\_\_\_

Permanent Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Dates available to perform internship: \_\_\_\_\_

### Education:

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE AND DATE	MAJOR
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High School	_____	_____	_____
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College	_____	_____	_____
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_____	_____	_____	_____
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Scholastic Honors: \_\_\_\_\_

\_\_\_\_\_



**Employment History** (*Includes paid, volunteer, and intern positions*)

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**References**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Known how long: \_\_\_\_\_

Community/professional organizations, honors, awards: \_\_\_\_\_

\_\_\_\_\_

Activities relevant to the internship for which you are applying: \_\_\_\_\_

\_\_\_\_\_

Why would you like to work as an Are You Safe intern? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or my dismissal.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_