



# Intern Application

Name:		Date:	
Address:		Apt. No.	
City:		State:	Zip:
Home Phone (tty/v/vp):			
Email address:		Work Phone (tty/v/vp):	
Occupation:		Currently Employed?	

Education Background:			
High School Diploma		Yrs of College	

Work Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intern Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Skills/Interests/Hobbies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you know sign language?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Level:	Beginning	Intermediate	Advanced
Sign Language Mode:			
Conceptually Accurate Signed English (CASE):	Pigeon Sign Language (PSE):	American Sign Language (ASL):	Visual English (VE):
Currently attending signing class?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, where?			

Why do you want to intern at GLAD? \_\_\_\_\_

\_\_\_\_\_

Days and times available:					
Mon:	Tues:	Wed:	Thurs:	Fri:	Sat:

Which department(s) is your area(s) of interest?

Department:	
General Office	Interpreting & Interpreter Referral
EDD	Info & Referral
Special Projects	Human Services
Public Relations	Human Resources
Health Services	Accounting
Other:	

Thank you for your interest. Any questions? Please don't hesitate to ask.



# Intern Policy

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## Classifications of Interns

Persons who work at the Greater Los Angeles Agency on Deafness, Inc. (GLAD) without monetary compensation are interns.

## Work schedule and attendance

(Special programs or project hours are occasionally scheduled during evenings or weekends)

Your work schedule can be arranged among the following hours:

Office hours are from Monday to Friday from 8:30 a.m. to 5:00 p.m.

Any absence must be reported to intern's supervisor or Intern Coordinator as soon as possible.

## Standards of Intern Conduct

All interns must exercise good judgment and the utmost discretion in their dealings with consumers, staff and other community members, and regarding all matters of official statements, which might adversely reflect upon GLAD. An intern shall not communicate confidential or other nonpublic information, except in the course of regular duties or by authorization of the Director. All interns are required to sign the "confidentiality agreement" and to abide to its terms.

Interns are expected to use discretion in making or receiving personal telephone calls at work. For personal long distance calls, you must get permission from your supervisor or Intern Coordinator and a telephone log must be completed. Sending and/or receiving personal mail at work is unacceptable.

Interns will be expected to dress appropriately and in good taste, in keeping with the professional atmosphere of a business office. An intern's supervisor or Intern Coordinator has the right to discuss and challenge and/or offensive attire.

Interns shall not knowingly plan, initiate, participate, or otherwise aid or assist in the conduct of any unlawful act during their intern hours. Failure to comply with this requirement will be grounds for immediate dismissal and/or prosecution. The involvement of GLAD interns in the manufacture, distribution, dispensing, possession or use of a controlled substance in the work place or while performing as a GLAD intern outside the office is prohibited and are grounds for immediate dismissal and/or prosecution.

I hereby acknowledge that I have received a copy of GLAD's policy pertaining to interns. I have read, understand, and accept the policy.

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Signature

Date



# Criminal Record Statement

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Have you ever been convicted of or plead guilty to a crime?  
(Exclude any minor traffic violations)

Yes     No

A conviction or plea will not necessarily disqualify any new intern.

If yes, please explain briefly below.

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Signature

Date