



Internship Application

Date of Application _____ Age (if younger than 18) _____

Full Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Cell _____ Email _____

Do you have a security clearance such as Act 33/34 clearance? Yes No

Year clearance was completed _____ Name of clearance _____

Emergency Contact

Name _____ Phone _____ Relation _____

Employment

Are you currently employed? Yes No (If no, please list the last position held, if any)

Job Title _____ Dates of employment _____

Employer _____

Briefly describe the nature of your work and responsibilities: _____

Have you ever been employed by Carnegie Museums of Pittsburgh? Yes No

If yes, please list dates, department, and supervisor _____

Education

Are you currently a student? No Yes If yes, school attending: _____

Please check the last year completed

High School: Freshman Sophomore Junior Senior

College: Freshman Sophomore Junior Senior Masters PhD

Schools attended, degrees received, dates _____

College Major/Minor _____

Three of the four Carnegie Museums of Pittsburgh

Interest

Area in which you would like to work _____

Availability: Please check your available days and times

Note: Weekend opportunities are very limited

Sun Mon Tues Wed Thurs Fri Sat Morning Afternoon

Academic Information

List extra-curricular activities in which you are/were involved during your time as a student

Overall Grade Point Average _____

Will you be receiving university credit for an internship? Yes No

If receiving credit, describe your school's requirements (hours, supervision, evaluation, etc.)

Internship Experience

Please provide a brief description of past internship positions you have held and dates
(attach additional work sheet or include a current resume if necessary)

List courses taken previously that are applicable to the kind of internship you are seeking

List any special skills and experience that you bring to an internship

Briefly discuss why you are seeking an internship at Carnegie Museums of Pittsburgh and how it relates to your academic interests or professional development and goals

References

List two professional, educational, or character references (non-family members)

Name _____ Relationship _____ Phone _____

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I understand that I am applying for an unpaid internship and that, if a placement is made, transportation and living arrangements will be my own responsibility. I will receive the benefits accorded to volunteers at Carnegie Museums of Pittsburgh.

I understand and agree that a criminal background check, at my expense, is a condition of my volunteer service. Fee for teen volunteers under 18 years of age will be paid by the museum.

Signature of Intern Applicant _____ Date _____

Return application to:
Volunteer Program/Interns
Carnegie Museums of Pittsburgh
4400 Forbes Avenue
Pittsburgh, PA 15213-4080