



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: _____

Name & Position of main contact for Host re: Internships: _____

Address - Street: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail address: _____

HOST ORGANIZATION RESOURCE AND HISTORY:

Please provide some general information on your organization by referencing a web address (or **attaching a brochure or short description if that is not available**). This information should help ALP and the interns identify your organization's mission and accomplishments in the community.

Web site address for host organization: _____

Have you worked with an intern before? When? What type of internship? _____

Why do you want to work with an intern now? _____

POSITION DESCRIPTION:

Please complete and attach an "Internship Job Description" form for each internship.

<u>Position Title</u>	<u>No. of interns desired for this position</u>	<u>No. of interns desired for this position</u>		
		<u>Summer</u>	<u>Fall</u>	<u>Spring</u>
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION PROCEDURE:

Please indicate how you would like to find out about candidates interested in your internship positions (check all that apply)

_____ ALP Application Form _____ Résumé _____ Cover Letter

_____ Telephone Interview _____ Live Interview _____ Writing Examples

_____ Other _____

Signature: _____ Date: _____