



## ALP Host Application for Intern

**HOST ORGANIZATION CONTACT INFORMATION:**

Name of Organization: **Eastman Community Music School**  
 Name & Position of main contact for Host re: Internships: Howard Potter  
 Address – Street: 26 Gibbs City: Rochester State: NY Zip: 14534  
 Phone Number: 585-274-1402 E-mail address: hpotter@esm.rochester.edu

**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: esm.rochester.edu/community

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

Yes. We have had several ALP interns and they have all been wonderful: Natalie Fuller School year and summer, Kirsten Jerme

Why do you want to work with an intern now?

It is a huge help to the operations of the ECMS!

**POSITION DESCRIPTION:**

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

| <u>Position Title</u> | <u>No. of<br/>interns<br/>desired for<br/>this position</u> | <u>Summer</u>                       | <u>Fall</u>                         | <u>Spring</u>                       |
|-----------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. ECMS Office Staff  | 1   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" 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"/>            |
| 6.                    |   | <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)

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> ALP Application Form | <input checked="" type="checkbox"/> Résumé         | <input checked="" type="checkbox"/> Cover Letter |
| <input checked="" type="checkbox"/> Telephone Interview  | <input checked="" type="checkbox"/> Live Interview | <input type="checkbox"/> Writing examples        |
| <input type="checkbox"/> Other _____                     |  |  |

Form Completed by: Howard Potter Date: February 2, 2012

