

## Application for Internship



### Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Age (if under 18): \_\_\_\_\_

### How did you initially learn about ICP's Internship Program (check all that apply)?

- ICP Website  Museum Visit  ICP Brochure  Friend/Colleague/Relative  
 Attended a Class  ICP Instructor/Staff Member  Instructor (non ICP)  Other

### Internship Preference

For a complete description of the internships currently available visit ICP's website at [icp.org](http://icp.org).

If you wish to apply to a specific internship, indicate it here: \_\_\_\_\_

Otherwise, check off all departments in which you would be interested in interning:

- Library  Communications  Finance  Development  Information Technology (IT)  
 Education  Exhibitions  Collections  Membership  Visitor Services  
 Museum Store  Human Resources  Community Programs  Publications  
 Museum Registration  Marketing  Other (please indicate): \_\_\_\_\_

### Education

Current Institution: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Course of Study/Type of Degree: \_\_\_\_\_

Credits Completed to Date: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Previous Institution: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Course of Study/Type of Degree: \_\_\_\_\_

Credits Completed to Date: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Special Skills and Talents**

List any special skills or abilities (e.g. photography, languages, computer, office machines, typing, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Availability**

Dates Available to Participate in Internship Program

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours per week desired: \_\_\_\_\_

Please indicate your availability each day:

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FROM:							
UNTIL:							

**Employment/Volunteer History (start with most recent)**

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

Position/Title: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Supervisor's Name: \_\_\_\_\_ Contact for Reference:  Yes  No

Employment Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Departure: \_\_\_\_\_

\_\_\_\_\_



Briefly describe responsibilities:

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

Position/Title: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Supervisor's Name: \_\_\_\_\_ Contact for Reference:  Yes  No

Employment Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Departure: \_\_\_\_\_

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Briefly describe responsibilities:

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### References

List three references we may contact if not already included above (*no relatives please*):

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

Title: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

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

Title: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

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

Title: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

### Personal Statement

In addition to the completed Internship Application Form, we request all applicants to provide us with a short (approximately 500 words) personal statement addressing the following: Why are you interested in an internship with the International Center of Photography, and how does it fit with your future plans?



### Note

You may be requested to submit additional information, based on the specific internship for which you are applying.

By submitting this application you are confirming that the information in it is complete, correct and true. Any misstatement or omission of fact on this application may result in your removal from ICP's Internship Program.

### Application

Please return this application form, along with a copy of your resumé by email to [jobs@icp.org](mailto:jobs@icp.org), by fax to 212.857.0089, or by mail to the following address:

Internship Coordinator  
International Center of Photography  
79 Essex Street  
New York, NY 10002

*The International Center of Photography is committed to Equal Opportunity Employment.*