



Application For Internship

1.) Area(s) of Interest (Select all that apply):

Fundraising__ Special Olympics__ Summer Camp__ Childcare__ Classroom Teaching__
Early Intervention__ Supply Collection__ Donor/Sponsor Outreach__ Vocational/Transitional Support__
Advocacy__ Clinical Supervision__ Applied Behavior Analysis__ Nonprofit Management/Development__
Grant Writing__ Donor Stewardship__ Project Management__ Board of Directors__
Marketing/Communications__ Nonprofit Finance__ Clerical__ Adaptive Enrichment (Art, PE, Music,
Yoga, etc.)__ Admissions__ Special Events__ Human Resources__ Training/Presentation__
Other: _____

2.) How did you hear about us? _____

Please complete all sections (front and back) of this application. Resumes will not substitute for a complete application. Mainspring Academy is an equal opportunity employer. All applicants considered for positions without regard to veteran status, uniformed service member status, race, religion, sex, national origin, age, physical or mental disability, genetic information, or any other category protected by applicable federal, state, or local laws.

3.) Name _____

4.) Date of Birth (MM/DD/YY) _____ 5.) Phone () _____

6.) Email _____

7.) Current Address _____

8.) How long have you lived at your current address? Years _____ Months _____

9.) School, Clinic, or Business Requiring Internship _____

Area of Study _____ Anticipated Graduation Date (MM/YY) _____

Professor/Supervisor Name _____

Email _____ Phone () _____

10.) Type of Internship Desired: Paid__ Unpaid__ Desired Salary _____

11.) Total Internship Hours Needed _____ Weekly Hours Desired: _____

Availability (Enter approximate times):

Monday _____ - _____ Tuesday _____ - _____ Wednesday _____ - _____

Thursday _____ - _____ Friday _____ - _____



12.) Date on which you can start internship if hired _____

13.) Do you have a valid Driver's License? Y__ N__

14.) Have you ever been arrested for, plead guilty or no contest to, or been convicted of any criminal offenses including DUI or DWI? (Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged or convictions that resulted in referral to a diversion program) Y__ N__

15.) Have you been arrested for any matters for which you currently are out on bail or on your own recognizance, pending trial including DUI or DWI? Y__ N__

16.) **CRIMINAL OFFENSES ONLY:** If you "Yes" to either of the above two questions, please provide the date(s) and explain so that individual circumstances can be considered. Criminal convictions or arrest will not automatically disqualify an application from a particular job.

17.) Have you ever initiated an act of violence in the workplace? Y__ N__

18.) If Yes, Please provide the date(s) and explain so that individual circumstances can be considered. *An answer of "Yes" does not necessarily disqualify an applicant from employment*

19.) List all special courses and technical skills you feel qualify you for the position for which you are applying:

20.) Educational Experience:

Education	School Name	Graduation Date	# of Years Completed	Degree/Major/Concentration Area
High School				
Bus/Tech/Trade				
College				
College				
College				



21.) Honors Received

22.) Certifications Received

23.) Please list any relevant volunteer experience

24.) If applicable, list below any other names by which you have been know which may be a necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

25.) References:

	Name	Relationship/Job Title	Phone (000)000-0000
Professional Reference 1			
Personal OR Professional Reference 2			

26.) *In addition to this application, you must attach your resume.*

27.) Please list any reasons for leaving previous positions:

28.) Can you perform the major job functions as listed in the job description with or without reasonable accommodations? Y__ N__

If accomodations needed, please describe:



29.) Emergency Contact Name _____

Phone () _____

Relationship _____

30.) I understand that if I am provided an offer of employment, Mainspring Academy will conduct a fingerprinting and Level II Background check. I understand that if I accept an offer of employment, Mainspring Academy will require two forms of identification to verify both employment authorization and identification.

I understand that Mainspring Academy may now have, or may establish, a drug-free workplace to include a drug and alcohol testing program consistent with applicable federal, state, and local laws. I understand that if a pre-employment (post-offer) or a random drug and alcohol test is positive, the employment offer may be withdrawn or employment may be terminated. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local laws. I understand and consent to pre-employment and random drug tests as a condition of employment and further agree to undergo alcohol and drug testing consistent with the Mainspring Academy policies and procedures.

I understand and agree that Mainspring Academy, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property. I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local laws, I may be required to sign confidentiality, restrictive covenant, non-compete agreements and/or conflict of interest statements.

I certify that all the information on this application and any supporting documents presented with this application is accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate termination.

Mainspring Academy is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the company or I may terminate the employment relationship at any time, for any reason, with or without cause of notice. This application or any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee, or representative of the company is authorized to enter into an agreement express or implied, with me or any applicant for employment for a specified period of time unless such agreement is in written contract signed by the Head of School.

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF MAINSPRING ACADEMY. I FURTHER UNDERSTAND THE SCHOOL HAS COMPLET DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, WITH THE EXCEPTION OF ITS EMPLOYMENT AT-WILL POLICY.

I authorize Mainspring Academy to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, and local laws. I agree to comply with any and all required pre and post-employment screenings to include background check, drug screen, and driving history investigation.

I authorize and consent to, without reservation, any party or agency contracted by this employer to furnish the above mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, and any party delivering information to Mainspring Academy to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure



of the above requested information. I hereby release from liability Mainspring Academy for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Mainspring Academy, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand Mainspring Academy employs only individuals who are legally eligible to work in the United States.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

If selected for an interview, I understand that I must contact Mainspring Academy immediately by phone or email if I will be late, if I must reschedule, or if I must cancel. I understand after a 5-minute grace period, a late arrival will result in immediate cancellation of my interview. I understand the School will not be able to accommodate applicant schedule changes after any instances of no-call, no-shows.

31.) Applicant Signature _____

Date _____

Please complete this paper application here, upload, submit it to the front desk, or email it to info@mainspringacademy.org.