



Internship Program Application

Section I. APPLICANT INFORMATION

Please type or print clearly.

Name: _____
Last First MI

Gender: Male Female

Date of birth: _____

Social Security no: _____ - _____ - _____

MAILING INFORMATION Please indicate where you would like your hard copy mail sent:

*NOTE: You are responsible for keeping us informed of your current address.

Mailing address: _____
No. Street Apt. #

City: _____ State: _____ Zip code: _____ Phone: _____

E-mail address: _____

*NOTE: We will provide you with program information, updates and reminders via email. Please make sure that you regularly maintain this email account.

Section II. EDUCATION INFORMATION

Current College / University Attending	
Name:	_____
City, state:	_____
Degree:	<input type="checkbox"/> AA <input type="checkbox"/> AAS <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> PhD <input type="checkbox"/> Other: _____
Major:	_____
Minor:	_____
Cumulative GPA (on 4.0 scale):	_____
Expected graduation date:	_____ MM / YY

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Section III. SKILLS AND ABILITIES

List your computer programming, software application and technical skills here. Also include laboratory techniques, research skills, etc.

Section IV. ACCOMPLISHMENTS

Fill out this section completely. Please print clearly or type. Attach additional sheets if necessary

1. With which agency(ies) are you interested in working and why?
2. How did you learn about the *CN Internship Program*?
3. Have you participated in an internship before? If yes, for what organization(s) did you work?
4. List awards, honors or scholarships you have received.
5. Describe your involvement with any previous or current community service, school-related, employment or extracurricular activities.
6. List any significant skills or accomplishments that may be relevant to your internship placement.
7. What are your professional aspirations?
8. Describe your ideal internship experience.
9. Describe your ideal mentor / supervisor.

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Section V. ESSAY

Attach your essay to this application. The essay should be 500 words or less, typed and double spaced. Your essay should address the following:

- Your reasons for participating in the internship program. How this work opportunity relates to your academic and career goals.
- What makes you a strong candidate for this program.
- What you hope to learn and gain as a result of this work experience.
- Describe your leadership skills and experience.

Eligibility Checklist:

Applicants must meet all the following criteria:

- Have a cumulative GPA of 2.0 (on a 4.0) scale.
- Be a Chickasaw citizen.
- Be between the ages of 18 - 25.
- Be enrolled and pursuing a degree in a college or university on a full-time basis.
- Be a college/university sophomore, junior, senior or graduate student at the time the internship begins.

Application Checklist:

Applications **must** include:

- Completed and signed application
- Essay
- Two (2) letters of recommendation
- Most recent official college transcript(s)
- Professional resume
- Driver's license copy

Provisions:

Interns are provided with the following:

- Six to eight week internship opportunity
- Bi-weekly pay
- Round-trip airfare (or mileage) to and from internship site
- Housing accommodations

Please note that lodging is for the intern only. Family and friends cannot be accommodated.

Internship Conditions:

To be eligible for the *CN Internship Program*, interns must:

- if selected, agree to and abide by the policies set forth by *CN Internship Program*.
- sign a contract;
- submit a weekly report of the activities completed; and
- provide a comprehensive assessment of the program upon its completion.
- provide all completed documentation including agreement forms, logs, reports and all other items used in the evaluation process on or before established deadlines.

For further information, contact:

The Chickasaw Nation Internship Program
Attn: Chenae Lippard
(580) 421-7711

Mail completed application and supporting materials to:

CN Internship Program
Attn: Chenae Lippard
300 Rosedale Road
Ada, OK 74820

All applications **must be in the education services office on or before established deadlines – Spring semester – Nov. 1st / Summer semester - April 1st / Fall semester* – July 1st.**

Applicant's signature: _____ Date: _____