



Chemeketa WORKS Internship Application Form

Please complete the following form to apply for a **Chemeketa WORKS 2018** internship position.

In order to send in the best application possible, we suggest that you read our "Job Search 101 Guide". Electronic versions of the application and guide are located on the YVC website: <https://tinyurl.com/chemeketaworks> (scroll to the bottom of page for link/directions).

Contact Information

First Name:

Last Name:

Street Address:

City:

State:

Zip Code:

Phone Number:

Email: (please include your Chemeketa email):

K#:

GPA:

*Have you served in the military and/or do you have active **veteran** status: y or n*

-Do you have time in your schedule to commit to a **10-20 hour/week part-time** internship?

-Would you be interested in a full-time internship either this term or during the summer?

-The majority of our business host sites will offer a paid, project-based internship. **If a business/agency is not able to pay, are you interested in an unpaid internship (i.e. nonprofit organization/social services agency)? Most unpaid internships range from 6-10 hrs/week.**

-Have you had any prior experience (jobs, job shadows, internships, workshops, class work) that has helped you develop skills in your field? Please give examples of skills, projects, etc. Please detail in your resume as well.

-Do you have access to a car or a form of transportation? If so, what distances are you willing to travel for this internship? 1 mile, 5 miles, 10 miles?

-The internships are credit based (2-12 credits offered depending on project hours and host site availability) What is your preference for number of credits? If unsure, please see your advisor for guidance.

-There will be 5 professional development workshops offered throughout the internship which are mandatory to attend in order to be part of Chemeketa WORKS and are part of the credit piece. These workshops total 10 hours and will happen at various businesses in McMinnville.

-Circle days you are available at 3:00 p.m. for workshops: M T W Th

-Some of our host companies require employees who are over the age of 18. Will you be 18 years of age by June 4, 2018?

-Our positions require that you be legally allowed to work in the United States. Are you? (Federal Law requires proof of identity and employment authorization for all new employees).

Positions Available

Please select the Internship Position that you are interested in. Typically, internships are part-time and run from **April 1-June 10, 2019 (spring term)**.

- Accounting/Finance
- Administrative Services
- Animal Science
- Community Development Planning
- Computer Science

- Construction
- Criminal Justice/Corrections
- Design and Fabrication
- Education
- Event Management
- Engineering
- Entrepreneurship
- Fire Protection
- Food Safety/Science
- Healthcare
- Horticulture/Landscape Design
- Hospitality/Wine Studies/Culinary Arts
- Human Services
- Information Technology
- Lab Assistant/Science/Physics
- Manufacturing
- Marketing (Sales, Social Media, Graphic Design)
- Project Management
- Psychology, Social Sciences
- Social Services/Non-profit organizations
- Other**, please list:

Additional Information

In order to provide our companies with the best matches possible, please answer the following questions in 200 words or less:

1. What is your ideal weekend? i.e. what do you do for fun?

2. What kind of people do you like to surround yourself with?

3. What motivates you?

4. At this time, you have the opportunity to provide an optional video “elevator pitch” to go along with your application. This video should include an overview of your resume, your career aspirations, and a little bit about yourself. Please keep videos to under 2 minutes and 25 MB. Check out youtube, McMinnville WORKS for examples. **Please email your video to julie.miller@chemeketa.edu.**

5. In the event that other internship positions are available outside of the Chemeketa WORKS program would you like us to share your resume with them?

6. How did you hear about the Chemeketa WORKS internship program?

7. We will be offering resume/cover letter/interviewing workshops prior to the application deadline. Did you or are you planning on attending these workshops? If so, which ones? You may also schedule an appointment with the Internship Coordinator, Julie Miller, to review your resume/cover letter and schedule mock interview practice. Contact Julie.Miller@chemeketa.edu with some possible dates/times to meet.

Attach Documents

We only accept Cover Letters and Resumes in PDF format. Name documents in the following format: Last name, First name, Type. For example: Vader, Darth, Cover Letter (Come to our office for Resume examples)

Please attach Cover Letter:

Please attach Resume:

Please sign and date this application below and scan/email to julie.miller@chemeketa.edu by **Friday, March 1, 2019**. By signing and dating, I acknowledge that the information I have provided is true and correct to the best of my knowledge.

Signature _____ Date _____