

Student Internship Application

This application is to be accompanied by a resume.

To apply for an internship, you must:

- Be enrolled in a full-time curriculum program.
- Must maintain a "C" average.
- Must complete the HRD program course (24 hours).
- Willing to work hours outside of class schedules.
- Have a form of transportation to and from work.



— SINCE 1964 —
RICHMOND
COMMUNITY COLLEGE

- * No action will be taken simply on submission of resume or letter of interest.
- * Incomplete applications will not be considered.

Personal Information

Applied For: Enter below the specific title(s) of the job(s) for which you are applying:

Last Name:

First Name:

Middle Name:

Address:

City, State:

Phone Number:

Email Address:

Education

College or University

Name:

Major/
Emphasis

Graduation
Date:

Name:

Major/
Emphasis

Graduation
Date:

High School

Graduation Date:

Academic/Personal/Professional Accomplishments

Work History

Current or Last Employer:

Address & Phone Number:

Job Title:

Supervisors Name:

Date Employed:

Date Separated:

Duties:

Previous Employer:

Address & Phone Number:

Job Title:

Supervisors Name:

Date Employed:

Date Separated:

Duties:

Previous Employer:

Address & Phone Number:

Job Title:

Supervisors Name:

Date Employed:

Date Separated:

Duties:

Previous Employer:

Address & Phone Number:

Job Title:

Supervisors Name:

Date Employed:

Date Separated:

Duties:

Instructor References: Minimum of three (3).

Name:

Position:

Curriculum Area:

Phone Number:

Additional Phone Number:

Email Address:

Name:

Position:

Curriculum Area:

Phone Number:

Additional Phone Number:

Email Address:

Name:

Position:

Curriculum Area:

Phone Number:

Additional Phone Number:

Email Address:

Name:

Position:

Curriculum Area:

Phone Number:

Additional Phone Number:

Email Address: