

**Internship Application**  
**North American Bear Center, Ely Minnesota**  
**www.bear.org**

To apply for this internship, submit the following:

1. Completed application form
2. Resume
3. Copy of your school transcript, with GPA
4. Three reference letters
5. Indicate below (X) which internship you are applying for.

Summer Internship: May 21, 2021 to Aug. 10, 2021  
Applications due Feb. 28, 2021 or until filled (6 positions)  
(Some flexibility with dates due to school schedule)

Fall Internship: Aug. 1, 2021 to Oct. 26, 2021  
Applications due Feb. 28, 2021 or until filled (3 positions)  
(Some flexibility with dates due to school schedule)

Either: I will accept Summer or Fall Internship

Submit (email) all documents to: [pete@bear.org](mailto:pete@bear.org)

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**Please Fill Out Completely**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

School email: \_\_\_\_\_ Alternate email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Other contact information if needed: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Date of departure: \_\_\_\_\_

Have you ever been convicted of a felony?                      Yes                      No

If yes, please explain:

## Education

Do you have a high school diploma or GED?

Yes

No

If yes, name of high school or GED institute and year completed: \_\_\_\_\_

### Undergraduate Colleges or Universities:

1) Name and location of school: \_\_\_\_\_

Dates attended in months and years: \_\_\_\_\_

Date graduated: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Type of diploma or degree: \_\_\_\_\_ Major/minor fields of study: \_\_\_\_\_

2) Name and location of school: \_\_\_\_\_

Dates attended in months and years: \_\_\_\_\_

Date graduated: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Type of diploma or degree: \_\_\_\_\_ Major/minor fields of study: \_\_\_\_\_

### Graduate School:

1) Name and location of school: \_\_\_\_\_

Dates attended in months and years: \_\_\_\_\_

Date graduated: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Type of diploma or degree: \_\_\_\_\_ Major/minor fields of study: \_\_\_\_\_

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## Current and Past Work History

What is your current employment status?

Full-time

Part-time

Unemployed

Retired

Student

### If currently employed:

Position/Title: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Supervisor name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Past Work**

1) Position/Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's telephone number: \_\_\_\_\_

Immediate supervisor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's telephone number: \_\_\_\_\_

Full-time                      Part-time                      Summer                      Temp/Project

Average number of hours worked if part-time: \_\_\_\_\_

Starting date, month and year: \_\_\_\_\_ Ending date, month and year: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Summary of experience including special training/skills/qualification you have used in the performance of this job.

2) Position/Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's telephone number: \_\_\_\_\_

Immediate supervisor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's telephone number: \_\_\_\_\_

Full-time                      Part-time                      Summer                      Temp/Project

Average number of hours worked if part-time: \_\_\_\_\_

Starting date, month and year: \_\_\_\_\_ Ending date, month and year: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Summary of experience including special training/skills/qualification you have used in the performance of this job.

**3) Position/Title:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Employer's telephone number:** \_\_\_\_\_

**Immediate supervisor's name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Supervisor's telephone number:** \_\_\_\_\_

Full-time

Part-time

Summer

Temp/Project

**Average number of hours worked if part-time:** \_\_\_\_\_

**Starting date, month and year:** \_\_\_\_\_ **Ending date, month and year:** \_\_\_\_\_

**Specific reason for leaving:** \_\_\_\_\_

**Summary of experience including special training/skills/qualification you have used in the performance of this job.**

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### **Volunteer or Internship Experience**

**1) Position:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Immediate supervisor's name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Supervisor's telephone number:** \_\_\_\_\_

Full-time

Part-time

Summer

Temp/Project

**Average number of hours volunteered if part-time:** \_\_\_\_\_

**Starting date, month and year:** \_\_\_\_\_ **Ending date, month and year:** \_\_\_\_\_

**Specific reason for leaving:** \_\_\_\_\_

**Summary of experience including special training/skills/qualification you used in this volunteer position.**

2) Position: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Immediate supervisor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's telephone number: \_\_\_\_\_

Full-time

Part-time

Summer

Temp/Project

Average number of hours volunteered if part-time: \_\_\_\_\_

Starting date, month and year: \_\_\_\_\_ Ending date, month and year: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Summary of experience including special training/skills/qualification you used in this volunteer position.

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## General Inquiries

Please tell us about any special skills (e.g. writing, photography, drawing, painting, computers, etc.)

What prompted you to apply for this internship?

**How do you think this internship will contribute to your future education and career?**

**Is there anything else you would like to tell us to support your candidacy?**

**How did you hear about this internship program?**

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**Agreement**

I declare that the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to enter the internship program or be cause for termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

I have read the [Position Summary](#) and understand that it is intended to describe the general content of and requirement for performing this internship. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time as needed.

**Applications due Feb. 28, 2021 (or until filled) for ALL internship positions.**

Printed signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_