



## APPLICATION FOR INTERN/VOLUNTEER

Applications for intern/volunteer positions at Gateway are considered without regard to race, color, religion, sex, national origin, citizenship, age, marital status, sexual orientation, genetic information or military or veteran status, the presence of a medical condition, including HIV status, or disability, or any other legally protected status. Gateway is an Equal Employment Opportunity Employer. If you need assistance completing this form, please notify Human Resources 845-331-1261.

(Please Print)

Position(s) Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 (First) (Middle) (Last)

Address \_\_\_\_\_  
 (Street) (County)  
 \_\_\_\_\_  
 (City) (State) (Zip)

Phone No. \_\_\_\_\_ Alternate Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_ (If yes, verification may be required) No \_\_\_

If under age 18, do you have a work permit? Yes \_\_\_ No \_\_\_

Have you ever been employed here before? Yes \_\_\_ No \_\_\_ Dates: \_\_\_\_\_

EDUCATION - (Upon offer, proof of education MUST be provided and will be verified)						
	Yrs Successfully Completed	Was a HS Diploma or HS Equivalency Awarded?	College	Was Degree Awarded?	Graduate	Was Degree Awarded?
	8 9 10 11 12 (circle one)	YES or NO (circle one)	1 2 3 4 (circle one)	YES or NO (circle one)	1 2 3 4 (circle one)	YES or NO (circle one)
<b>School Name</b>						
<b>School Address</b>						
<b>Major/Concentration</b>						

Describe Course of Study: \_\_\_\_\_

Describe additional training, courses, certificates or licenses related to the position for which you applied.  
This includes all professional licenses/certifications type and license number:

\_\_\_\_\_  
 \_\_\_\_\_

List below your employment history (starting with your present or most recent employer). You **must completely** fill in this section regardless of attaching a resume. Please account for all periods of unemployment in this section.

Dates of Emp/Vol Wk	Name & Address of Employer & Telephone #.	Name of Supervisor & Telephone #.	Your Job Title Held Brief Description
From: Month / Year			
To: Month / Year			

Reason for leaving: \_\_\_\_\_ Last Salary \_\_\_\_\_

Dates of Emp/Vol Wk	Name & Address of Employer & Telephone #.	Name of Supervisor & Telephone #.	Your Job Title Held Brief Description
From: Month / Year			
To: Month / Year			

Reason for leaving: \_\_\_\_\_ Last Salary \_\_\_\_\_

Dates of Emp/Vol Wk	Name & Address of Employer & Telephone #.	Name of Supervisor & Telephone #.	Your Job Title Held Brief Description
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Dates of Emp/Vol Wk	Name & Address of Employer & Telephone #.	Name of Supervisor & Telephone #.	Your Job Title Held Brief Description
From: Month / Year			
To: Month / Year			

Reason for leaving: \_\_\_\_\_ Last Salary \_\_\_\_\_

Have you ever been convicted of a crime? Yes[ ] No[ ] If yes, list **all convictions and outstanding warrants**. List the nature and date(s) of conviction(s) and your rehabilitation since the conviction(s):

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**A conviction record will not necessarily bar volunteer/internship opportunities**

Do you have any pending criminal charge(s)? Yes[ ] No[ ] If yes, list the nature of the charge(s) and date of the charge(s):

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**A pending charge will not necessarily be a bar volunteer/internship opportunities**

How did you hear about Gateway? \_\_\_\_\_

Are you related to anyone working at Gateway? \_\_\_\_\_ If so, who? \_\_\_\_\_  
Name / Relationship to Applicant

Must provide at least **(3) three professional references** (including most recent employer and individual's title) including contact information and **(2) two personal (other than relatives)** references including address and contact information:

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Summarize work skills, qualifications and special training acquired from other experiences (please omit any references to groups which indicate race, color, religion, creed, sex, sexual orientation, national origin, ancestry, ethnicity, age, disability, citizenship, marital status, military or veteran status or any other characteristic protected by law).

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PLEASE READ AND SIGN BELOW

I give Gateway Community Industries, Inc. (GCI) permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by GCI. I understand that any opportunity for an internship or volunteer position may be conditioned upon receipt of satisfactory references, job-related medical examination and drug test, driving record, formal education, criminal history including convictions and pending criminal charges and outstanding warrants and other background checks. In consideration of an internship or volunteer position, I agree to comply with the policies, rules, regulations, and procedures of GCI and understand that this internship or volunteer position can be terminated at any time, at the option of either GCI or myself. No statement whether written or oral by any agency representative other than a written statement signed by the CEO may vary the foregoing.

I understand that I may be required to be fingerprinted in order to have a background check processed at no personal expense and authorize the processing agency to disclose the findings to GCI. I understand I must receive satisfactory results of all background check processes as a condition of an internship or volunteer position.

I understand I may need to use my personal vehicle for company business. I fully understand my personal auto insurance will be the primary carrier. In addition, I agree to have my driving record checked prior to employment and periodically thereafter. I understand that I must maintain a driving record free of excessive violations and accidents.

**I have provided a truthful and complete response to all inquires in the application and understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal. If chosen for this internship or volunteer position, I will become familiar with GCI rules and regulations (policies & procedures), which I understand are subject to change by the GCI.**

\_\_\_\_\_  
Print Name (required)

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

Incomplete applications will delay processing

***Gateway Community Industries is an  
Equal Opportunity and Affirmative Action Employer***



RE: \_\_\_\_\_

Applicant Name

The above individual has applied for an internship / volunteer position with our Agency and informs us of having been in your employ. The nature of our business requires that we use every precaution in the selection of interns/volunteers. Therefore, we would appreciate your opinion as to the character and reliability of this individual. Please be assured that your comments will be held in confidence.

Thank you for your anticipated cooperation and prompt response to this inquiry.

Sincerely,

Alice M. Dickey  
Vice President, Human Resources

I authorize all former employers to furnish any information concerning my background and release them from all liability in connection with their doing so.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

To be completed by Company Representative:

Date of Hire: \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Last Position: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Would you re-employ? \_\_\_\_\_

Were employee's services satisfactory? \_\_\_\_\_

Were there any problems with cooperation, quality of work, productivity, dependability, and trustworthiness? \_\_\_\_\_

Describe Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name