

Richland County Public Library

Unpaid Internship Application

Date of this Application::

Name:

Current Mailing Address:

Phone: {home}

{cell}

{other}

E-mail:

Internship position applied for:

Referred By:

Desired start and end dates of internship:

Education: {Current School}

{Major and Year}

School & Address Most recent first; least recent including high school, last.	# of years completed	# of credits	Course of study

Please describe any specialized training, apprenticeship, skills, extra-curricular activities and honors related to the above schools:

Please list any internship experience you have had:

Please give a brief description of your internship goals, including purpose duration, schedule, and requirements of the proposed internship:

Do you have a sponsor/advisor/teacher overseeing your internship? YES (Name and contact info)

; NO

What are the responsibilities that the library must fulfill for you to receive expected credit for the internship?

Employment Experience:

List most recent employment first, then earlier jobs in reverse order.

1. Employer & Location	Job Title	Dates
Duties Performed		
Supervisor	Reasons for leaving	
2. Employer & Location	Job Title	Dates
Duties Performed		
Supervisor	Reasons for leaving	
3. Employer & Location	Job Title	Dates
Duties Performed		
Supervisor	Reasons for leaving	

Other Information: Please list other relevant special skills and qualifications (you may include computer skills/knowledge, foreign languages, other skills, volunteer activities, etc.) and any other information you would like us to know.

References:

(Adult applicants please list two persons other than relatives who know the most about your qualifications.)

Name	Telephone #	Relationship
1. _____		
2. _____		

I hereby certify that the answers given herein are true to the best of my knowledge. I understand that falsification or misrepresentation may result in my being disqualified from consideration or dismissal from the library.

Signature of applicant: _____ Date: _____

Return to: Volunteer Coordinator, Richland County Public Library, 1431 Assembly St. (Box 19), Columbia, SC 29201

Staff Use Only: _____
Interviewer Date

Accepted: _____ **Declined:** _____ **Comments:** _____