

Dear Prospective Intern,

Thank you for your interest in an internship with Alexandra House, Inc. As an organization dedicated to serving victims of sexual and domestic violence, our interns are essential to our ability to provide high-quality services at our shelter facility and within the community.

To intern with Alexandra House, Inc. you **must be enrolled in a degree-granting program and must receive college credit for your internship.** Most interns accepted into our internship program are pursuing degrees in social work, human services, criminal justice, or other related fields, although interns can be accepted from other programs under special circumstances.

For prospective volunteers and interns interested in working directly with participants as advocates, we provide a 50-hour training program that prepares individuals for the challenges of direct-service volunteering. Please contact your professor or internship coordinator to determine if this training may be counted towards your total number of required hours. Alexandra House hosts its 50-hour volunteer training biannually and are usually held Tuesday/Thursday evenings and weekends. A few weeks before the training begins, there will be an information session for prospective volunteers and interns. Trainings take place in the Fall and Spring. Please see our website (Volunteer Advocate Training) to see when the next training will be offered.

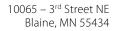
Please note that we have a very limited number of internship positions available, and we are not always able to find an opportunity that is a good match for some prospective interns. If we cannot immediately utilize your talents, we can provide you with a list of alternative ways to support our organization and the participants we serve.

Thank you again for your interest in our internship program. Please do not hesitate to call should you have any questions.

Sincerely,

Tina Bronso

Director of Mission Advancement





INTERN APPLICATION FORM

Send To: Alexandra House, Inc. Attn: Volunteer Services Coordinator 10065 – 3rd Street NE | Blaine, MN 55434 Email: communications@alexandrahouse.org

All qualified applicants are considered for volunteer or intern positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

	Date of Birth: _		
First			Middle
	City	State	Zip
(W)	(Cell)_		
		Retired: Yes	🗖 No 🗖
f anyone from their com	pany volunteers in the	agency)	
No 🗖 🛛 Betw	een what Hours: ₋		
int Clearance:		Training Date:	
ces:		Start Date:	
eer Agreement:			
	First (W) (W) fanyone from their com, No Betw rint Clearance: ces:	First City (W)	First City State (W) (Cell) Retired: Yes fanyone from their company volunteers in the agency) No Between what Hours: rint Clearance: rint Clearance: Start Date:



The following information is required to help us screen and assign interns. The information provided will be kept confidential.

AVAILABILITY

(Check all that work for your schedule)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Overnight							
Desired Date Do you have a	Date: of Completion: any physical disa of work or in a ce	bilities or he	ealth concerr	ns which woul	d prevent yo	u from perfor	ming
6	· · · · · · I - *·· ·						
	INFORMATION		aior		Year in	School	
EDUCATION	INFORMATION	M					
EDUCATION School What level are	INFORMATION	M	AA 🗖 BA	/BS 🗖 Mast	ers* 🛛 Oth	er*	

Special training and or skills you have that may be used while volunteering: (*i.e. speaking a second language, CPR/First Aid Certified, crafts, technical skills*)

EXPERIENCE

Have you volunteered/worked for a domestic or sexual violence organization before? Yes \Box	No 🗖
If yes, when and what was your position?	



10065 – 3rd Street NE Blaine, MN 55434

PLEASE ANSWER THE FOLLOWING QUESTIONS: If you need more room answer questions on a separate sheet of paper attached to this application.

What interests you about interning at Alexandra House?

Briefly describe domestic violence and sexual violence as you understand it.

Describe barriers to safety and healing which may arise for victims of domestic or sexual violence.

What do you perceive will be the most difficult aspect of this type of internship experience?

Have you had any experience or training surrounding the issues of domestic violence and sexual violence?

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I understand that completing this application does not ensure a volunteer or internship placement. I also understand that this is not an application for paid employment.

Applicant's Signature:	Date:
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PERSONAL OR PROFESSIONAL REFERENCES (*PLEASE EXCLUDE RELATIVES*)

Please print the complete names and addresses of your references so they are easily readable. References should be people who are not related to you and who know your suitability for the position for which you are applying, such as coworkers, neighbors, friends, pastors, etc. We ask that you sign the "Release of Information" below so that we may notify your references of your desire for their response to the references inquiry they will receive from Alexandra House.

Our policies require that reference records be on file before you can be placed in certain volunteer positions. Please note that these records will be kept confidential.

1. Name	Phone		
Address:Street	City	State	Zip
How long have you known this person?	Relationship	:	
2. Name	Phone		
Address: Street	City	State	Zip
How long have you known this person?	Relationship	:	
3. Name	Phone		
Address: Street	City		Zip
How long have you known this person?	Relationship	:	

RELEASE OF INFORMATION: I authorize Alexandra House to contact the above references. I certify that the above information is true and verifiable to the best of my knowledge. I also understand that all information contained within this application will remain confidential. I understand that as part of the screening process for my application to volunteer, I will be required to complete and submit a criminal history background check.

Signat	ture Date
	We will review your application and be in contact with you after we determine how we would like to proceed with the information you have provided. Thank you for your time an interest in Alexandra House, Inc.