



APPLICATION FOR INTERN EMPLOYMENT

It is NCAT’s policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to color, race, religion, sex, national origin, age, disability, marital or veterans status.

Instructions: Applications will be accepted from students attending college in the United States **only** for current internship position vacancies. The application should be completed accurately and thoroughly. A hard copy of the completed application with original signature must be submitted. If you require accommodation to complete the application process due to a disability, please tell us what accommodation you require.

APPLICANT INFORMATION

Last Name: _____ First Name: _____ MI: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Home _____ Work: _____ Cell: _____

E-mail Address: _____

WORK PREFERENCE

Internship for which you are applying: _____

Work Availability Dates: Start: _____ End: _____ No. Hours Per Week: _____

Referral Source: () Newspaper Advertisement () Friend/Relative
 () Employment Office () Walk-In
 () Web Site – Specify: _____
 () Other - Specify: _____

EDUCATION AND TRAINING

High School Name and Location: _____

Received Diploma or Equivalent G.E.D.: () Yes () No (If “no”, highest grade completed: _____)

College or University Name and Location	Dates Attended	Graduate?	Degrees Received	Major and Minor Fields
		() Yes () No		
		() Yes () No		
		() Yes () No		

EMPLOYMENT HISTORY

Please provide your employment history beginning with your most recent or current job. Reference to “see resume” will not be accepted.

If you would like to be notified before we contact your present or most current employer, please check here. ()

Employer Name and Address:	Telephone No: Supervisor: Salary:
Job Title:	Dates Employed: No. of Hours Worked per Week:
Duties and Responsibilities:	Reason for Leaving:
Employer Name and Address:	Telephone No: Supervisor: Salary:
Job Title:	Dates Employed: No. of Hours Worked per Week:
Duties and Responsibilities:	Reason for Leaving:
Employer Name and Address:	Telephone No: Supervisor: Salary:
Job Title:	Dates Employed: No. of Hours Worked per Week:
Duties and Responsibilities:	Reason for Leaving:

LIST ANY MEMBERSHIPS IN PROFESSIONAL OR CIVIC ORGANIZATIONS OR CERTIFICATIONS THAT YOU POSSESS (which are relevant to the position for which you are applying).

DESCRIBE COMPUTER SKILLS THAT YOU POSSESS. Include specific kinds of software that you are proficient at and any related training that you have had.

DESCRIBE ANY OTHER SPECIAL KNOWLEDGE, SKILLS OR ABILITIES THAT YOU POSSESS (relevant to the position for which you applying).

PROFESSIONAL REFERENCES (List three references that have direct knowledge of your work-related skills and abilities.)

Name of Reference	Address	What is your working relationship with this individual?
Title	Telephone Number	Company/Organization
Name of Reference	Address	What is your working relationship with this individual?
Title:	Telephone Number	Company/Organization
Name of Reference	Address	What is your working relationship with this individual?
Title	Telephone Number	Company/Organization

Please read the following carefully and sign the application.

The answers to the questions contained in this application are true and complete to the best of my knowledge. I acknowledge that any misleading information, false statements or misrepresentations on this application may be cause for rejection of this application or dismissal from a job if I have been employed. I grant permission to **NCAT** to investigate by personal inquiry or otherwise information provided in this application (and accompanying resume and/or other documents if any) and release from liability or responsibility all persons, schools or companies responding to such inquiries. I understand and concur that this application for employment will be given consideration but does not create a contract of employment.

Applicant Signature: _____ **Date:** _____

All persons hired by NCAT are required to provide proof of U. S. Citizenship or authorization to work in the United States and employment eligibility under the Immigration Reform and Control Act.

NCAT's Mission Statement:

Helping people by championing small-scale, local and sustainable solutions to reduce poverty, promote healthy communities, and protect natural resources.

07/07

NCAT Regional Offices:

- P.O. Box 3657 ~ Fayetteville, AR 72702
- 53020 Hitchcock Ave. ~ Lewis, IA 51544
- P.O. Box 2218 ~ Davis, CA 95617
- 48 Church Road ~ Shavertown, PA 18708
- P.O. Box 1435 ~ Hammond, LA 70404

NCAT VOLUNTARY SELF-IDENTIFICATION

It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to color, race, religion, sex, national origin, age, disability, marital or veteran status. The confidential information requested below will be used only to monitor our affirmative action efforts and assist us in complying with lawfully required reporting provisions. Completion of this form is **voluntary** and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to or if applicable, after hire. Please return this form with your application or mail it to: NCAT Personnel Office, P. O. Box 3838, Butte, MT 59702. This form will be maintained separate from the application form.

NAME: _____ **DATE:** _____
(Last) (First) (MI)

Position(s) applied for: _____

Please identify where you learned about this position?

- Newspaper Advertisement Friend/Relative Employment Office
 Walk-In Co-op Education Office Career Fair
 Web Site – Specify: _____
 Other - Specify: _____

Please place a check mark in the appropriate boxes:

Sex: Male Female

Race/Ethnicity:

- Asian/Pacific Islander – All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippines and Samoa.
- Black (Not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
- Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- American Indian/Alaskan Native – All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition.
- White (Not of Hispanic origin) - All persons having origins in any of the original people of Europe, North Africa or the Middle East.