

**THE NATIONAL ARCHIVES SOUTHEAST REGION**

**INTERN APPLICATION**

NAME: \_\_\_\_\_ DATE OF BIRTH: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
street city state zip

HOME PHONE: \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS(ES) \_\_\_\_\_

IN CASE OF AN EMERGENCY, PLEASE NOTIFY: \_\_\_\_\_ PHONE \_\_\_\_\_

IF EMPLOYED, PLEASE GIVE:  
EMPLOYER NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ ext. \_\_\_\_\_ May we call you at work? Y \_\_\_\_\_ N \_\_\_\_\_

IF AVAILABLE, PLEASE GIVE E-MAIL ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

I AM INTERESTED IN AN INTERNSHIP FOR THE FOLLOWING DATES: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

SCHOOL/COLLEGE PRESENTLY ATTENDING: \_\_\_\_\_

GRADE/FRESHMAN, SOPH., JR., SR. \_\_\_\_\_ UNDERGRAD or GRADUATE PROGRAM (circle)

IF YOU PREFER MAIL TO BE SENT TO A SCHOOL ADDRESS, PLEASE GIVE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE # WHERE YOU CAN BE REACHED AT SCHOOL: \_\_\_\_\_

HIGH SCHOOL ATTENDED: \_\_\_\_\_

COLLEGE ATTENDED: \_\_\_\_\_ MAJOR \_\_\_\_\_

**PERSONAL STATEMENTS:**

1. How did you hear about our Intern Program? \_\_\_\_\_  
\_\_\_\_\_

2. Why are you interested in an internship with the National Archives Southeast Region \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Other comments you would like to make: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**VOLUNTEER EXPERIENCE OR PREVIOUS INTERNSHIPS**

**List past and/or present commitments.**

**1. Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
                            **street**  **city**                            **state**                            **zip**  
**Phone #** \_\_\_\_\_ **Direct Supervisor** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Dates:** \_\_\_\_\_  
**Main Responsibilities:** \_\_\_\_\_  
**I liked the following things about this experience:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
                            **street**  **city**                            **state**                            **zip**  
**Phone #** \_\_\_\_\_ **Direct Supervisor** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Dates:** \_\_\_\_\_  
**Main Responsibilities:** \_\_\_\_\_  
**I liked the following things about this experience:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE LIST COMPUTER SKILLS LEVEL/PROGRAMS YOU ARE FAMILIAR WITH:**

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

**REFERENCES**

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_ **Phone** \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION ALONG WITH A RESUME TO:**

**Mary Evelyn Tomlin, Public Programs Specialist  
National Archives Southeast Region  
5780 Jonesboro Road  
Morrow, GA 30260**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**