



Albion Fellows Bacon Center

Return completed application to  
Brittany Naylor  
Mail: P.O. Box 3164 Evansville, IN 47731  
Fax: (812) 422-9385  
Email: brittanyn@albioncenter.org

Internship: School \_\_\_\_\_ Number of Hours \_\_\_\_\_  
Requested Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of School \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Major \_\_\_\_\_ Length of Internship \_\_\_\_\_ hours

Available Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Emergency contact in case of accident or illness:

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

Are you currently employed? (circle one) YES NO

Present Employer \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Position \_\_\_\_\_ City/State/ \_\_\_\_\_

Relevant Skills \_\_\_\_\_

Previous work experience \_\_\_\_\_

Do you have a valid driver's license?  Yes  No Do you have access to transportation?  Yes  No

Have you ever been convicted of a crime? (Answering yes does not necessarily disqualify applicant.)  Yes  No

If yes, please explain \_\_\_\_\_

Current and previous volunteer activities \_\_\_\_\_

Club, organizational or professional affiliations \_\_\_\_\_

Aside from English, please list any additional languages you speak with proficiency \_\_\_\_\_

Are you CPR Certified?  Yes  No Are you First Aid Certified?  Yes  No

Have you ever used Albion's Services?  Yes  No

How did you learn about Albion and our internship opportunities?  Website  Social Media  Albion Staff  Word of Mouth

Health/Community Fair  Former Intern  My University  Newspaper  Other\_\_\_\_\_

Why do you want to complete your internship at Albion?

---

---

---

What do you hope to gain from an internship with our agency?

---

---

---

PROGRAM INTERESTS: Please rank your preference for which program you would like to complete your internship.

#### Internship Opportunities

*In accordance and alignment with the Violence Against Women Act (VAWA), Albion Fellows Bacon Center's practice is to require that interns who perform "direct service" duties, must be 18 years or older. Due to the nature of Albion's work in the community and the importance of confidentiality stressed by VAWA, anyone under the age of 18 cannot be held liable to violating confidentiality, therefore would not be able to provide confidential services.*

\_\_\_\_\_ **Crisis Intervention Internship:** Interns will be given a unique opportunity to gain real experience providing direct services to clients in crisis due to either domestic or sexual violence. These interns staff our crisis line and respond to victims at local, safe locations (hospital, police station, etc) to provide information, support and advocacy. Due to the length of training required for this position, only those requiring at least 250 hours of work will be considered.

\_\_\_\_\_ **Legal Advocacy Internship:** Interns will experience a variety of opportunities to provide direct services to clients in need of legal advocacy. Filing protective orders, attending court proceedings, attending attorney-client meetings, as well as participating on local task forces are just a few of the things this internship has to offer!

\_\_\_\_\_ **Prevention Internship:** Prevention interns will observe and have the opportunity to present school-based curriculum to middle and high school students. In addition, you'll be tasked with helping community wide prevention efforts and assist with college based prevention campaigns. Our prevention program speaks regularly at the local, state and national level!

\_\_\_\_\_ **Support Group Internship:** Our support groups can be vital to a victim's recovery and we invite you to be a part of this experience! These interns will help with preparation prior to each group, assist our group facilitator, and interact with clients in a direct service capacity.

\_\_\_\_\_ **Special Events Internship:** From awareness events to fundraising, our calendar is pretty full. Our Special Events Internship allows students a variety of opportunities such as event planning, fundraising, marketing, and public speaking.

\_\_\_\_\_ **Volunteer Management Internship:** Our agency relies heavily on volunteers for both our crisis response program and to staff our crisis lines. This internship gives students a different perspective of non-profit management by having them engage with our volunteers.

PLEASE LIST YOUR AVAILABILITY IN THE SPACE PROVIDED BELOW:

**PLEASE CAREFULLY READ, INITIAL AND SIGN THE FOLLOWING AGREEMENT**

\_\_\_\_ If at anytime I am driving a vehicle while performing as an Albion Intern and have an accident causing personal injury to me and/or any other parties and/or property damage, I will not hold Albion Fellows Bacon Center liable. I understand Albion Fellows Bacon Center does not offer reimbursement for mileage or other fees associated with intern duties. I have submitted a copy of my auto insurance policy showing proof of coverage and a copy of my valid driver's license.

\_\_\_\_ I authorize Albion Fellows Bacon Center to release information concerning my internship with my university including dates of involvement, area of participation, trainings attended and hours. I also release Albion Fellows Bacon Center from any liability connected with the use of photos or media coverage as it relates to intern activities.

\_\_\_\_ I give my consent to have a criminal background check completed. My date of birth is \_\_\_\_\_.

My Social Security number is \_\_\_\_\_. Please list any former names \_\_\_\_\_.

I understand that this information will only be used for the purpose of a Criminal History check.

I verify that the information me on this application is true. I understand that if any of it is found to be incorrect, this may be grounds for termination as an intern for Albion Fellows Bacon Center.

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

Albion Fellows Bacon Center does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, gender identity, familial status or disability in employment, volunteer staffing or in the provision of services.

For Office Use Only: Application received and processed by: _____ Date _____ Supervisor Signature and Title
---