



## English Learning Institute: Internship Application

- ❖ Please answer all information on this form truthfully
- ❖ Please provide a copy of your most recent transcript (official or unofficial)
- ❖ Please print legibly

### Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Besides English, which languages do you speak? \_\_\_\_\_

How did you hear about our internship program? \_\_\_\_\_

### Education

	School Name	Location	Graduation Date
College/ University			
Graduate University			
Trade School			

# Internship Application



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Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all coursework that relates to the position for which you are applying.

	School Name	Coursework	Description
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please list your educational/professional affiliations.

	Organization	Year Joined	Organizational Focus
1.			
2.			
3.			
4.			

Certificates or related areas of specialty/expertise:

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## Employment Data

Please choose the position that you are interested in. Check all that apply.

- Newsletter Designer Intern
- Social Media Intern
- Cultural Event Planner Intern
- Instructor Assistant Intern
- Assistant to the Director of Curriculum Intern

Please explain further why you are qualified for this position: \_\_\_\_\_

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Starting availability date for work: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Hours of Availability: Please list the hours that you are available for this position.

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_

## References

Please list at least 2 references below. Keep in mind that these references should be able to vouch for your character and work, so previous employers or teachers would be ideal.

### Reference #1

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Reference #2

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Reference #3

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please provide any additional comments you wish, or ask any questions you may have concerning the internship or our Institute. \_\_\_\_\_

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**Please read over the Mission Statement and Program Goals of ELI and answer the questions that follow.**

## **Mission Statement**

The English Learning Institute's mission is to provide the highest quality language instruction for each student with skilled and knowledgeable faculty and a strategically designed curriculum offered in a nurturing and culturally-responsive environment that fosters each individual's academic and personal success.

## **Program Goals**

- Ensure that each learner feels comfortable
- Prepare each learner for academic and or personal success
- Provide a conducive environment for the learner to connect with the educational material
- Maintain highly qualified trainers and staff members
- Offer opportunities to delve into the American culture through immersion
- Provide the necessary materials for each learner to effectively acquire the English language
- Offer one-on-one assistance as needed

- |  |     |    |
|--|-----|----|
| 1. Do you agree to support the mission statement of ELI? | Yes | No |
| 2. Do you agree to support the program goals of ELI?     | Yes | No |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make sure you have gathered all necessary documentation indicated in the application, before submitting this application.