



# Molise Italian Studies

Adult Study Abroad & Community-Based Global Learning

## Unpaid Internship Packet

Please download this packet and save it to your personal device before emailing it to [info@moliseitalianstudies.com](mailto:info@moliseitalianstudies.com).

### Job Description Form

<b>Company Name and Address</b> (indicate if internship is at another address)
<b>Company Mission, Products/Services and Clientele</b>
<b>Summary of Position</b>
<b>The Internship</b>
1. Indicate skill development/mentoring the intern will receive:
2. List primary responsibilities (4 minimum):
3. Describe any special project that could be assigned:
<b>Qualifications</b>
1. Academic Field of Study (Major) Preferred :
2. List hard skills necessary to perform the work:
3. List soft skill necessary to be successful in the workplace:
4. List hard skills and experience desired:
<b>Specifics</b>
1. Hours per week: 10-20
2. Work days and hours:
<b>Application Instructions</b>
1. If an application is required, where is it accessed?
2. Indicate what documents must be included to apply (such as a cover letter, resume, writing sample, portfolio, proof of enrollment, or unofficial transcript)



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## Unpaid Intern and Volunteer Acknowledgment Statement

This is an agreement among \_\_\_\_\_ (“Intern/Volunteer”), and Molise Italian Studies. The purpose of this educational internship is for intern to learn and to gain valuable insight and experience. The term of this internship begins on \_\_\_\_\_ and ends \_\_\_\_\_.

*By signing this form, I certify that I:*

- Understand that this Unpaid Intern or Volunteer assignment does not entitle me to wages, compensation or other fringe benefits.
- Understand that the internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with Molise Italian Studies.
- Agree that my services are offered freely without pressure or coercion.
- Understand that I am responsible for following all rules and instructions while participating in the internship or volunteer arrangement, and that my failure to do so will result in an immediate end to the arrangement.
- Am aware that Molise Italian Studies does not provide insurance coverage for Unpaid Interns and Volunteers if personally injured or if damage occurs to personal property while acting as an Unpaid Intern or Volunteer. I further understand that I will not receive pay for volunteering services and am not entitled to worker's compensation benefits, health insurance benefits, or any other benefits available to employees of Molise Italian Studies. I agree that I will not hold Molise Italian Studies, its officers or agents thereof liable for any injury sustained to person or property while acting in a volunteer capacity.
- As an authorized volunteer or unpaid intern, I understand that I will be acting on behalf of Molise Italian Studies and I will conduct my activities accordingly. I have read and agree to the terms and conditions of my activities, and further understand that for my personal safety, I must follow all applicable Molise Italian Studies policies and procedures and the directions of the Molise Italian Studies employee or volunteer overseeing my activities.
- Understand that as a volunteer or unpaid intern, I may be required to have a criminal background check performed prior to starting the assignment.

\_\_\_\_\_  
*Signature of Volunteer/Unpaid Intern*

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

\_\_\_\_\_  
*Signature of Molise Italian Studies Representative*

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



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## VOLUNTARY INTERNSHIP APPLICATION

Molise Italian Studies; U.S.A.

1-888-422-9922

Molise Italian Studies would like to thank you for applying for a voluntary internship. In order to be considered for an unpaid internship with our company, please provide us with the information below. Interested candidates should be aware that there are a limited number of internships available; receipt of your application does not guarantee your selection for a position. Internships are considered for the school year as well as the summer months.

### SECTION 1 – INTERN POSITION INFORMATION

Time period for which you are applying:                      School Year                      Summer

Date available to begin the Internship:

Tentative Schedule:

**Summer:** (A minimum of 10 hours per week) Please list the hours you are available between the hours of 8:30 am and 4:30 pm Mountain Standard Time (MST).

Monday	Tuesday	Wednesday	Thursday	Friday

**School Year:** (A minimum of 10 hours per week, three hours/day minimum) Please list the hours you are available between the hours of 8:30 am and 4:30 pm Mountain Standard Time (MST).

Monday	Tuesday	Wednesday	Thursday	Friday

## SECTION 2 – PERSONAL DATA

Name:

Last

First

Middle Name or Initial

Home/Permanent Address:

Email Address:

Telephone numbers:

Home:

Cell:

Emergency Contact Name and Telephone Number:

Have you ever interned for a study abroad program/office Yes No

before? If so, when and for whom?

Please indicate the source(s) from which you learned of our internship program (check all that apply):

Referral from former intern

Internet Search

School

Referral from family member/acquaintance

Other:

**SECTION 3 – EDUCATION & TRAINING**

Type of School	Name, and address of School	Type of Diploma/Decree awarded	Major/Program
High School			N/A
College or University			
Other School or Training Organization			

Computer applications with which you are comfortable working (check all that apply):

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft Power Point

Microsoft Outlook

Operating Systems:

Other applications:

Foreign languages spoken or read:

**SECTION 4 – EMPLOYMENT/VOLUNTEER HISTORY**

For the two most recent job/volunteer positions you have had, provide the following information. Begin with your most recent position.

Most recent job/volunteer position

Job Title:

Employer Name:

Employer Address:

Name and Title of Immediate Supervisor:

Phone Number of Immediate Supervisor:

Dates of Employment:

From:

To:

Number of hours/week:

Description of duties/responsibilities:

Former positions:

Job Title:

Employer Name:

Employer Address:

Name and Title of Immediate Supervisor:

Phone Number of Immediate Supervisor:

Dates of Employment:

From:

To:

Number of hours/week:

Description of duties/responsibilities:

**SECTION 5 – GENERAL**

**INFORMATION** Are you currently employed by another study abroad company? Yes                      No

If yes, please list name and relationship of each relative:

***Affirmative responses to the following questions will not automatically exclude you from volunteering with Molise Italian Studies***

Have you ever been dismissed or asked to resign from any position? Yes                      No

If yes, please explain the circumstances:

Have you ever been convicted of a criminal offense? Yes                      No

If yes, please explain the circumstances:

I agree to the following and hereby represent that all information provided by me in this application is true and correct. If chosen as an intern, I will abide by the policies and procedures of Molise Italian Studies.

Signature of Applicant:

Signature Date:

**PLEASE MAKE SURE TO REVIEW THE ENTIRE APPLICATION FOR ANY ERRORS OR OMISSIONS BEFORE SUBMITTING IT TO MOLISE ITALIAN STUDIES.**

**Submissions should be e-mailed to [info@moliseitalianstudies.com](mailto:info@moliseitalianstudies.com)**

**AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO WORKFORCE DIVERSITY**