

# FOUNDATION SUMMER INTERNSHIP PROGRAM APPLICATION



The Foundation for Rural Service Summer Internship Program provides an educational opportunity and working experience for individuals who were raised in, or currently reside in, a rural community. The summer intern will work in the foundation offices in Arlington, Va., and gain working knowledge of nonprofit business practices and foundation programs, as well as lifelong professional skills and an increased awareness of rural telecommunications issues.

## APPLICATION PACKET DEADLINE:

All application packets must be postmarked by April 1, 2011. Faxed or e-mailed applications must be received by 5 p.m. EST on April 1, 2011. Only complete applications will be considered (see list of required materials).

**SELECTION PROCESS:** Application packets will be reviewed by human resources and foundation staff in April. Only one intern will be selected for the program. \*Immediate family of current NTCA/SMC/FRS staff and current NTCA/SMC/FRS board members are NOT eligible to apply.

**SALARY & HOUSING:** The intern will be paid \$7.25 per hour. Housing is NOT included in the internship program but foundation staff will assist in finding housing options, if requested.

**START & END DATES:** The internship is a 12-week summer program starting in mid to late May and ending in August, with a somewhat flexible start and end date. Foundation staff will work with the intern to determine the time of employment, understanding that colleges and universities around the country have varying term schedules.

## REQUIRED MATERIALS

To be considered, all materials must be submitted together and postmarked by the April 1 deadline. Incomplete applications will not be considered.

- Cover letter with a brief personal statement and an outline of career goals. The cover letter should clearly state your interest in the foundation internship (e.g., background in rural America or an interest in nonprofit organizations, youth programs or the field of telecommunications).
- This completed application.
- Resume.
- Two letters of recommendation—preferably one academic recommendation and one professional recommendation. Letters of recommendation do NOT need to be sealed.
- One writing sample, or excerpt, of no more than three pages (school papers, journalism articles, etc.).
- College or graduate transcripts (transcript does not have to be an official copy).

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NTCA/FRS comply with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the human resources department in or-

der to arrange such accommodation. It is NTCA's/FRS's policy not to discriminate in its employment practices on the basis of race, religion, age, color, sex, national origin, disability, veteran status or as otherwise required by applicable local or federal law.

## CONTACT INFORMATION

FULL NAME:

PERMANENT/HOME ADDRESS:

CURRENT/SCHOOL ADDRESS (if applicable):

E-MAIL:

PHONE:

SOCIAL SECURITY #:

## EDUCATION

HIGH SCHOOL:

COLLEGE AND DEGREE (if applicable):

GRADUATE SCHOOL AND DEGREE (if applicable):

RELEVANT COURSE WORK:

SCHOLASTIC HONORS, SCHOLARSHIPS, VOLUNTEER EXPERIENCE

INTEREST AREA(S):  Nonprofit Management  Fundraising & Special Events  Telecommunications  
 Education  Government  Other

Will you be able to provide verification of your legal right to work in the United States if you are offered a position with NTCA?  Yes  No

To your knowledge do you have any physical or mental limitations or other disabilities that might require reasonable accommodation in order for you to perform satisfactorily the essential functions for which you are applying?  Yes  No

If yes, please explain the disability and any reasonable accommodation necessary to perform the job for which you are applying:

Have you been convicted of a felony within the last five years?  Yes  No

If yes, please explain: (The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements.)

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## PRE-EMPLOYMENT STATEMENT

### **This statement must be signed.**

Please read the following statements carefully, as they represent matters of importance to both you and NTCA/FRS in connection with this application for employment.

I understand and agree that:

1. The information that I have provided on this application is accurate to the best of my knowledge. Any misrepresentation or omission of any relevant information in my application, resume or any other materials, or during the interview process will be justification for refusal of employment, or, if employed, termination from NTCA/FRS employment.
2. NTCA/FRS may verify all the information provided by me, including but not limited to my education and employment, or may procure or have prepared an investigative consumer report for this purpose.
3. I voluntarily authorize NTCA/FRS to verify information related to my education and employment (with the exception of current employment, until I have authorized such contact), and release from liability all persons or entities supplying or collecting such information.
4. I understand that should I be offered employment, the offer is conditioned on my ability to comply with all United States immigration laws. I also understand that if I fail to provide documentation that establishes my identity and eligibility to work in the United States within the first three days of employment, the law requires that employment may be suspended until such documentation can be produced.
5. I understand that if employed, my employment will be at will, and that I will not have a contract for employment nor a guarantee of employment.

Applicant's Signature

Date

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## MAIL/FAX/E-MAIL COMPLETED APPLICATION TO:

**Foundation for Rural Service/Human Resources  
Summer Internship Program  
4121 Wilson Boulevard, Tenth Floor  
Arlington, VA 22203  
E-mail: [hr@frs.org](mailto:hr@frs.org)  
Fax: 703-351-2001**

**For questions or further information call 703-351-2055 or e-mail [hr@frs.org](mailto:hr@frs.org).**