



Individual Internship Application

This form is to be completed by individuals seeking to volunteer at A Safe Place, either indirectly or directly. Completed forms can be returned to the Volunteer Specialist.

NOTE: Completion of the Illinois Certified Domestic Violence 40-hour Training is required for any internship position that works directly with clients or client records at A Safe Place.

Name: _____
(First) (Middle) (Last)

Address: _____

Phone: _____
Home Work Cell

Email: _____ Date of Birth: _____

Emergency Contact: _____
Name Relation Phone Number

High School attending/attended: _____

Location: _____ Date Graduated: _____

College attending/attended: _____

Location: _____ Date Graduated: _____

Degree(s) Obtained: _____

Licensure(s) Obtained _____

Have you ever applied to A Safe Place as an intern? _____
Date of last application

1. Have you completed Illinois Certified Domestic Violence 40 Hour Training? (not required for all internship opportunities)

☐ Yes

☐ No

2. If no, would you be interested in completing 40 hour training? (40 hour training is required for any direct service with clients, children, or clientele files)

☐ Yes

☐ No

3. How did you hear about A Safe Place?

4. Have you ever had any professional or personal experiences regarding domestic violence? Yes _____ No _____

a. If yes, did you receive services at ASP? _____

b. Please provide the end date of services. _____

5. Current occupation: _____

6. Employer: _____

7. Personal or professional skills: _____

8. ASP internship interests (check all that apply):

Direct services (requires 40 hour training)

- ☐ Oversee children or children's programs
- ☐ Group facilitation
- ☐ Legal advocacy
- ☐ Emergency shelter assistance
- ☐ Answering crisis hotline
- ☐ Counseling
- ☐ Mentoring
- ☐ Other

Indirect services (does not require 40 hour training)

- ☐ Financial/accounting
- ☐ Grant or other research
- ☐ Events
- ☐ Clerical/Reception
- ☐ Outreach design (flyers, brochures)
- ☐ Organizing donations
- ☐ Cleaning
- ☐ Other

9. General Interests (check all that apply, does not require 40 hr. training):

- | | |
|---|--|
| ☐ Reading | ☐ Public speaking |
| ☐ Working outdoors | ☐ Writing |
| ☐ Arts and culture | ☐ Sports _____ |
| ☐ Teaching | ☐ Heavy lifting |

Internship preferences:

10. Is there a particular age group you are most interested in working with?

☐ Infants ☐ Toddlers 2-4 ☐ Young Children 5-8 ☐ Children 8-11

☐ Teens (12-17) ☐ Adults

11. Are there groups with which you would *not* be interested in working?

☐ No

☐ Yes _____

12. Program Interest (Check all that apply):

****Note that some jobs in this program will require 40 hour training**

☐ Emergency Shelter**

☐ Crisis Response**

☐ IPDAV**

☐ Children's Program**

☐ Family Visitation Center (closed on Tuesday)** ☐ Zion Campus (Clerical and Donations)

☐ Crisis Line **

☐ Group Facilitation**

☐ Legal Advocacy (Hours are 8am- 5pm)**

☐ Education and Prevention

☐ Life Skills**

☐ Donation pick up/drop off- transport

13. Do you have any physical or mental limitations they may limit your ability to perform certain types of work? If yes, explain:

Availability:

14. When are you able to work an internship?

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							
Times							

Notes: _____

15. Do you have access to transportation?

____ Yes ____ No

16. Have you ever been convicted of a crime? Please list conviction(s) and date(s).

It is A Safe Place policy not to consider an applicant's arrest record in employment and internship decisions, but a job-related conviction may be considered. Applicants whose position requires contact with clients or their children are automatically barred from employment, internship, and volunteering if convicted of an offense that would, under the law, bar the applicant from employment by a licensed child care facility. Convictions of other offenses will be considered on a case by case basis. Every applicant shall, as part of the application process, enumerate all convictions; certify that falsification of the information is ground to deny or withdraw an employment or internship position or immediately terminate the employee or internship; and authorize the release of criminal conviction information to us. Should the background check disclose conviction for a crime, the applicant will be given a copy of the information. All background check information shall be treated as confidential and maintained in the volunteer's file located in a private office.

☐ I have requested 3 Personal Reference Forms from non- family members

☐ I have completed the Illinois Department of Child and Family Services background check form to be submitted with this application.

When would you be available for an interview? (Please provide days and times)

ALL APPLICANTS, PLEASE SIGN BELOW

By signing below you are authorizing A Safe Place to run a criminal background check.

Signature

Date

Please send completed application to:

HR@asafeplaceforhelp.org

A Safe Place
Attn: HR
2710 17th St.
Zion, IL 60099