



The Language & Cultural Club

Spanish Immersion Program for Children

Internship Application

Full Name: _____

Address: _____

Telephone Number: _____

Social Security Number: _____

Are you legally authorized to work in the United States? Yes No

Are you a US Citizen? Yes No

Are you 18 years old or older? Yes No

If not, please give your date of birth: _____

What position are you applying for? _____

If you are hired, when can you start work? _____

EDUCATION

High School

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? Yes No Date of graduation:



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Trade School

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? Yes No Date of graduation:

College

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? Yes No Date of graduation:

What degree did you earn? _____

Graduate School

Name of School: _____

Location: _____

Number of years attended: _____

Did you graduate? Yes No Date of graduation:

What degree did you earn? _____

EMPLOYMENT HISTORY



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Beginning with your most recent employment and working back in time, please give the following information:

Employer 1

Employer: _____

Address: _____

Telephone Number: _____

Job Title: _____

Duties: _____

Dates of Employment: _____

Supervisor: _____

Reason for Leaving: _____

Employer 2

Employer: _____

Address: _____

Telephone Number: _____

Job Title: _____

Duties: _____

Dates of Employment: _____

Supervisor: _____

Reason for Leaving: _____



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Employer 3

Employer: _____

Address: _____

Telephone Number: _____

Job Title: _____

Duties: _____

Dates of Employment: _____

Supervisor: _____

Reason for Leaving: _____

PERSONAL REFERENCES

Please provide the names of two references who have not employed you and are not related to you.

Reference 1

Name: _____

Address: _____

Telephone Number: _____

Relationship: _____

Reference 2

Name: _____

Address: _____

Telephone Number: _____

Relationship: _____



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ADDITIONAL QUALIFICATIONS

Please tell us about any other training, education, skills or achievements that you feel should be considered.

Certification

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION.

I hereby certify that I, the undersigned applicant, personally completed this entire application with or without assistance.

I certify that any and all statements made by me on this application, my resume, and/or any supplemental information provided by me, are true and correct. I further certify that I have not knowingly withheld any requested information. I understand that any employment at The Language & Cultural Club will be, and will remain contingent upon, the accuracy of the information and statements contained in this application, my resume, any interviews, and/or any other information provided by me. I understand that any falsification, omission, or misstatement of material fact made by me in connection with my request for employment at The Language & Cultural Club, whether in writing or verbally, shall be grounds for rejection of this application or for immediate discharge if I am hired by The Language & Cultural Club, regardless of the time elapsed before discovery. The Language & Cultural Club will not incur any liabilities for such action in that event.

I authorize The Language & Cultural Club to investigate my background, including my references, work record, education, and any other matters related to my suitability for employment, and I authorize the references that I listed to disclose to The Language & Cultural Club any and all letters, reports and other information related to my employment records with or without prior notice to me of such disclosures. I hereby release The Language & Cultural Club, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of, or in any way related to, such investigations or disclosures.



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I understand and agree that nothing contained in this application or conveyed during any interviews or during my internship if I am hired is intended to create an internship contract between The Language & Cultural Club and me. Moreover, I understand that if I am employed by The Language & Cultural Club, my employment is at will and may be terminated at any time, with or without cause or prior notice, at the option of either party. No promises or representations contrary to the foregoing are binding on The Language & Cultural Club and that this term and condition of my internship can be changed only in a written agreement entered into for that purpose and signed by the CEO of The Language & Cultural Club and me.

Although management makes every effort to accommodate individual preference, business needs may at times make the following conditions mandatory for non exempt employees: overtime, shift work, or a work schedule other than Monday Through Friday. I understand and accept these conditions of my continuing employment if applicable.

If accepted for the internship, I will sign a Non-Compete Agreement entitled “ Non Compete Agreement, in which I will agree to not accept employment with a competitor while employed by The Language & Cultural Club. I will agree to sign a Confidentiality Agreement entitled “ Confidentiality Agreement”, in which I will agree to protect

The Language & Cultural Club confidential information and will agree not to disclose to The Language & Cultural Club any confidential information received by me from others. The confidentiality agreement also sets forth the conditions under which I assign The Language & Cultural Club the entire right, title and interest in certain ideas, inventions, and other intellectual property developed while in The Language & Cultural Club’s employ. I understand I may obtain now or anytime during my employment a copy of these documents.

I have read the above paragraphs, understand their importance and effect upon my internship and accept the same as conditions of my internship by The Language & Cultural Club if offered

Date: _____

Applicant's Name: _____

Applicant's Signature: _____

Feb. 2018