



GEORGIA GAMES

Application for Internship 2016

PO Box 2043, Kennesaw, GA 30156 * Phone 770-528-3580

Submit Via Email: exdirector@georgiagames.org; Website: www.georgiagames.org

Official Use Only:	
Pos	=
Cr	=
Yr	=
Gen	=
Gpa	=
Sem	=
\$	=
H/M	=
St	=
End	=
Univ.	=

(Complete ALL & Must be Typed)

Part I. Demographics

Legal Name: _____ Preferred to be called: _____

Gender: Male or Female Birth Date: ____/____/____ Age: ____

School Mailing Address: _____

City _____ State _____ Zip _____

Permanent Mailing Address: _____

City _____ State _____ Zip _____

Contact information:

School E-mail: _____ Cell phone: () _____

NON-School **Permanent** E-mail: _____ Home phone:() _____

Part II.: Position

Position desired: (Check any that apply, but rank them 1, 2, 3, etc)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Events Mgmt. | <input type="checkbox"/> Volunteer Mgmt. | <input type="checkbox"/> Logistics Warehouse | <input type="checkbox"/> Executive Assistant |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Website | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Sponsorship Compliance | <input type="checkbox"/> Sponsorship Sales | <input type="checkbox"/> Fundraising |

Internship semester: **Jan-May** _____ **May-Aug** _____ **Aug-Dec** _____

When is your Finals Week (exact dates)? _____

When is your Graduation Ceremony Date (exact date): _____

Will you be returning to the same University after this internship ends? Yes or No

Part III.: Education

Undergraduate: University Name: _____ Year in College: _____

Major: _____ Minor: _____ G.P.A. overall: _____ G.P.A. Major: _____

Graduate: University Name (if applicable): _____ Year in College: _____

Major: _____ G.P.A. overall: _____

Current Program Director: _____

Email: _____ Phone: () _____

YOUR DIRECT Intern Coordinator or Supervising Contact: _____

Email: _____ Phone: () _____

Availability:

What is the **EARLIEST** that you can begin (Exact Date required)? _____

What is the **LATEST** day you can work until (Exact Date required)? _____

What are the dates of your Finals Week? (Exact Dates required)? _____

Do you currently (or anticipate) working an on-campus job? Yes or No

Academic Credit Status:

Are you taking this internship for Academic Credit? Yes or No

If not, will you? _____

Are you taking this internship as a graduation requirement? Yes or No

When do you register with your College for this internship class (be as specific as possible)? _____

Will you be taking classes while doing this internship? Yes or No

If so: are they ON-Line only? Yes or No

If so, how many & list classes: _____

Part IV.: Computer Skills & Certifications:

Rating: (0=never used; 1=played with; 2=used for one project/class; 3=used frequently; 4=expert)

<u>Basic</u>	<u>Rating</u>	*	<u>Graphics</u>	<u>Rating</u>	*	<u>Website Development:</u>	<u>Rating</u>	*	<u>Other Software:</u>	<u>Rating</u>
Word		*	Illustrator		*	Dreamweaver		*	Hytek	
Excel		*	Photoshop		*	HTML Code		*	Other:_____	
Access		*	Publisher		*	Word Press		*	Other:_____	
Adobe Acrobat		*	In-Design		*	Other:_____		*	Other:_____	

	YES or NO		YES or NO
Lifeguard Certification		CDL (Commercial Truck License)	
Basic First Aid CPR Certification		Referee/Official Certified	
Advanced First Aid CPR		Sports expertise	
Other Medical Training		Other special training:	

Is a Macintosh/Apple Computer your main computer that you feel comfortable using? Yes or No

Is a PC Computer your main computer that you feel comfortable using? Yes or No

Part V.: Financial

Do you need to work a job while doing this internship? Yes or No

Do you **REQUIRE** a paying internship and if so, how much? Yes or No \$__

Are you able to work at least 40 hours a week M-F and weekends? Yes or No
If not why and what can you work? _____

Do you need housing during this internship? Yes or No
If not, where will you live or what options do you have during the internship AND with who?
(exact address required)? _____
If housing cannot be provided, are you willing to find AND pay for housing on your own? Yes or No

Part VI. Miscellaneous Differentiation Questions

Do you have a reliable car/truck that you can bring to the internship? Yes or No
Can you “call on” people to ask for money or to register for a program? Yes or No
Do you have any expertise in computer technology (hardware, software, etc?) Yes or No
Do you have any expertise as a “handyman”/”craftsman” building or constructing things? Yes or No
Do you have any photography proficiencies aside from “selfies” or social? Yes or No
Do you have any experiences driving a large truck (16’ or larger)? Yes or No
Do you have any experiences working in a warehouse or using a Palate Jack? Yes or No
Do you have any experiences screen / heat press printing T-shirts? Yes or No

Is the English Language your native and primarily Language? Yes or No
If not, state your Native Language: _____

Have you ever been arrested of a crime including traffic violations? Yes or No
If so, for what? _____

Have you ever been convicted of a crime including traffic violations? Yes or No
If so, for what? _____

Why should the Georgia Games bring you on as an Intern? _____

What sets you apart from all of the others interns applying for these positions? _____

What does an Internship Site OWE you? _____

Why is finding a quality internship so important to you? _____

What do you expect to learn at the Georgia Games Internship? _____

Previous Volunteer and Non-for-profit experience: _____

Part VII: References

Please list Three References that can attest to your character, work ethic, integrity and skills.
Supervisors ONLY and only one can be from a professor and **No family members.**
Must have email addresses! Can be coaches (HS or college), clergy, summer supervisors, etc.

1) Full Name: _____ Relationship to yourself: _____

Email address: _____ Daytime telephone number: () _____

2) Full Name: _____ Relationship to yourself: _____

Email address: _____ Daytime telephone number: () _____

3) Full Name: _____ Relationship to yourself: _____

Email address: _____ Daytime telephone number: () _____

Part VIII: Legal Acknowledgements

This is a LEGAL APPLICATION and anything that is willingly misrepresented on it is a crime.

Type in your INITIALS on each of these statements agreeing to each of them:

____ I understand that this is a PROFESSIONAL experience and will treat this experience and the Georgia State Games with the utmost professionalism at all times.

____ I acknowledge that I DO NOT use and WILL NOT use any legal or illegal drugs, chemicals, narcotics or any other substances that would be deemed illegal or unprofessional by my college, any law enforcement agency or the Georgia State Games at any time during these internship dates.

____ I acknowledge and give permission to the Georgia State Games to be submitted to State of Georgia drug testing protocols as dictated under the Georgia State Code.

____ I acknowledge that I am in good physical, emotional and psychological condition to perform all of the duties assigned including physical lifting up to 100 lbs, stressful situations, close work with team members, customers and roommates, and situations needing high amounts of concentration, organization and independence.

____ I acknowledge that this internship will include working long hours and weekends and at times very early morning and very late night timeframes AND I am willing and able to do so.

____ I acknowledge that providing false information on this application can be construed as fraud and can have very serious ramifications. By placing my initial on the line, I certify that all of the information is complete and truthful.

____ I acknowledge that I do not suffer from ANY mental, emotional or physical diagnosis that will inhibit my ability to perform at 100% all of the time. If I do have a condition, I will state this matter in writing to the Commission to make them aware of any issue.

____ I acknowledge that IF I take this internship for Academic Credit, that I will have to follow and most likely pay my college for the privilege to take this internship and abide by all of the colleges financial requirements.

To Apply, Submit via ONE EMAIL:

- 1) THIS APPLICATION;**
- 2) RESUME;**
- 3) COVER LETTER**
- 4) SPORTS QUESTIONNAIRE &**

Prior to final Acceptance:

- 5) A written correspondence (email or letter) from your program director vouching for your integrity and recommending you as a high level candidate that will complete this internship to the best of your ability.**

For PR or Graphics Applicants: Additionally, submit copies of your writing samples, on-line graphics portfolio or website samples along with the above items.

Requirements:

Must demonstrate Organizational Ability

Must demonstrate Extreme Thoroughness Ability

Must Demonstrate Effective communication Skills: Verbally and in Writing

Must be Assertive

Must be Mature

Must be a Team Player

Must be able to Multi-Task

Must be willing to “get dirty”

Must be willing to talk to strangers

Must be able to be aware from YOUR “comfort” zone