



CWS-LANCASTER  
**INTERNSHIP  
APPLICATION**

Office Use Only:

Side 1

- Response
- Interview
- Placement: \_\_\_\_\_
- Hours: \_\_\_\_\_
- Offer Letter
- Agreement, Release & Waiver
- Child Abuse Certificate
- School ID
- Code of Conduct, Child Safeguarding, Anti-HT
- Connect with Supervisor
- Orientation

Office Use Only: Driver Approved as Intern

Driver Docs (if 21 or older)

- License
- CWS Driver Policy
- Personal Vehicle Doc
- Insurance Card
- Driver Request

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Degree Pursuing:** \_\_\_\_\_ **Graduation Date:** \_\_\_\_\_

**Permanent Mailing Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Required hours/length:** \_\_\_\_\_ **What days/times do you plan to be available for Internship?**

\_\_\_\_\_

**Additional Requirements:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Language Abilities:** \_\_\_\_\_

**Do you have a valid driver's license? Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**CWS requires approved drivers to be at least 21 years of age. Are you able to meet this requirement?**

**List any professional, civic, or other organization that you belong to that you consider relevant to your ability to perform this job?**

\_\_\_\_\_

**Do you have previous volunteer experience? If so, briefly explain. Do you have any skills or hobbies to share with CWS and/or with its clients?**

\_\_\_\_\_

**How did you learn about internships with CWS/Lancaster?**

\_\_\_\_\_

**Emergency Contact (Name, Relationship, & Phone)**

\_\_\_\_\_



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**Interest Area:** (Rate your preference: 1 preferred most, 7 preferred least, etc):

Refugee or Cuban/Haitian Resettlement Internship	
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Communications & Fundraising Internship	
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Refugee Health Internship	
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Refugee Employment Internship	
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Faith and Community Involvement Internship	
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**Background Check:** CWS Lancaster requires interns to submit a release form allowing the organization to conduct a background check. This information will be required prior to internship placement .

Interns are a vital part of achieving our goal of maintaining Lancaster as a welcoming community for refugees. We are thrilled to partner with you in this process. Due to high community interest in refugee resettlement and the schedules of our busy staff, we are not able to accommodate all students who would like to work with us. Interns are therefore chosen based on how well their schedule, availability, skills and interests meet the needs of our clients and our staff.

Please return completed form to:  
 CWS, c/o Becky Garver, 308 East King Street, Lancaster PA 17602  
 Email: rgarver@cwsglobal.org

Phone: 717-358-9276

Fax: 717-381-2896