



## Internship Project Selection

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Availability Information

The following information is necessary for proper internship placement.

I am prepared to work the required number of hours as indicated in the project description.

Yes                       No

Anticipated weekly availability (days/hours):

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## Education

List the university or institution at which you are currently enrolled (if applicable).

University/Institution name		Location
Type of degree, diploma, or certificate sought		Anticipated month/year of completion
Major area(s) of study	Minor area(s) of study	Graduate or Undergraduate

*Continued on next page*



**Criminal History**

Have you ever been convicted of a crime, pled guilty or no contest to a crime, had adjudication withheld and/or prosecution deferred, driving under the influence, driving while intoxicated or other traffic convictions? If no, please enter N/A. If yes, please give exact dates and details:

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Please tell us how you learned about this internship opportunity at Black C Art Gallery:

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**Signature**

I authorize and release Black C Art Gallery to verify all information submitted in support of my application, including but not limited to my application and résumé. I certify that the application and/or résumé submitted are a complete and accurate description of my work experience, education and background. I further certify that the answers to the above questions are true and complete to the best of my knowledge. I understand that acceptance into the intern program is contingent upon the results of a background check.

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Signature Date

**Remember to include additional materials as required by your intern project.**

- Cover letter (letter of intent)
- Résumé
- Two Recommendation Forms (the last two pages of this document)
- Official transcript
- Writing or graphic design samples (if required – see internship description)



## Internship Letter of Recommendation Form

Application Deadlines: Spring – through Dec 15

**NOTE TO APPLICANT:** Provide this form to your recommender along with any additional information they may request. Fill in your name and check 1 box below to indicate how the form is to be returned.

Recommender, please return this form to:

The applicant

**OR**

info@blackcproduction.com

Black C Art Gallery

201 SE 2<sup>nd</sup> Place, Suite 111

Gainesville, FL 32601

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**Applicant's Name**

### Reference Contact Information

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First Name

Last Name

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Title

Organization/Affiliation

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Mailing Address

City

State

Zip

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Telephone

E-mail

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Relationship to Applicant

**Recommendations may be letters, short answers or bullet-points. Please address the following.**

- How long and in what capacity have you known the applicant?
- How is this project significant to the applicant's educational and/or professional development?
- How would you assess the applicant's ability including: strengths, talents & seriousness of purpose?
- How does this candidate rank compared to others you have recommended for similar opportunities in recent years? Top \_\_\_% \_\_\_ 10% \_\_\_ 15% \_\_\_ 25% \_\_\_ 50%
- Please state any reservations you have about this applicant's ability to successfully complete this internship.

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Signature of Recommender

Date



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201 SE 2<sup>nd</sup> Place, Suite 111

Gainesville, FL 32601

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**Applicant's Name**

**Reference Contact Information**

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First Name	Last Name		
Title	Organization/Affiliation		
Mailing Address	City	State	Zip
Telephone	E-mail		

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Relationship to Applicant

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- Please state any reservations you have about this applicant's ability to successfully complete this internship.

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Signature of Recommender

Date