

Sarah's Coffee House Application for Internship

We are pleased about your interest in an internship with Sarah's Coffee House Company. Please fill out the following application and submit it with a cover letter and résumé (including a list of related coursework, by the date indicated in the position posting. We look forward to receiving your application and will contact you following its review.

Unless otherwise stated, **deadlines** for applications are as follows:

Spring Semester: December 1st. **Summer:** May 1st(Flexible). **Fall Semester:** August 1st.

Section 1: Applicant Contact Information

Applicant Name: _____ (Last), (First)

Mailing address (Apt #, if any): _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____

Email address: _____

What is the best way to contact you? Phone Mail Email

Section 2: Applicant's School Information

Name of College or University: _____

Check one: Law Student Graduate Student Undergraduate

Expected Year of Graduation: _____

Major: _____ Minor: _____
(if applicable)

School Internship Program Contact: _____

School Contact's Phone Number: _____

Section 3: Internship Information

Semester for which you are applying: Fall Spring Summer

Are you responding to a specific Internship posting? If so, please specify: _____

In each of the spaces below, please indicate the times you would be available

Monday Tuesday Wednesday Thursday Friday

					Total hours per week:

Areas of interest: Please place a 1, 2, or 3 to rank your preference

- _____ Marketing
- _____ Sales
- _____ Graphic Design
- _____ IST
- _____ Business Administration
- _____ Accounting
- _____ Other (please describe):

Please answer the following questions:

1. Why are you interested in an internship with Sarah's Coffee House Company?

2. What experience do you have that may be beneficial to our company?

3. What do you want to learn from your experience with this company?

Section 4: Applicant's Intern, Volunteer and Employment History

Please list any previous **internships** you have served.

Name of Organization or Employer: _____	
Address: _____	Phone Number: _____
Dates of involvement: (from) _____	(to) _____
Supervisor Name: _____	Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties: _____	

Name of Organization or Employer: _____

Address: _____ Phone Number: _____

Dates of involvement: (from) _____ (to) _____

Supervisor Name: _____ Paid? Yes No

Duties: _____

Please list all **volunteer activities** and **employment** past and present.

Name of Organization or Employer: _____

Address: _____ Phone Number: _____

Dates of involvement: (from) _____ (to) _____

Supervisor Name: _____ Job Title: _____

Duties: _____

Name of Organization or Employer: _____

Address: _____ Phone Number: _____

Dates of involvement: (from) _____ (to) _____

Supervisor Name: _____ Job Title: _____

Duties: _____

Name of Organization or Employer: _____

Address: _____ Phone Number: _____

Dates of involvement: (from) _____ (to) _____

Supervisor Name: _____ Job Title: _____

Duties: _____

Name of Organization or Employer: _____

Address: _____ Phone Number: _____

Dates of involvement: (from) _____ (to) _____

Supervisor Name: _____ Job Title: _____

Duties: _____

Section 5: Applicant Certification

Signature Required: By signing or typing my name on the signature line below, I am certifying that the statements made by me on this application form and attachments (if any), are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal. All statements made on this application, including employment information, are subject to verification as a condition of interning with Sarah's Coffee House Company.

Applicant signature: _____ **Date:** _____

(Signature is required)

Note: A typed name will substitute for a handwritten signature

Submit this application to:

Student Intern Coordinator
Sarah's Coffee House
Ph: 860 - 213 - 8312
Fax: 203 - 577 - 5807
Email: info@sarahcoffeehouse.com