



Chinese-American Planning Council
 150 Elizabeth St. New York, NY 10012
 Tel: (212) 941-0920 Fax: (212) 966-8581
 www.cpc-nyc.org

2014 CPC Internship Program Application

In order to be considered for an internship, please return a completed application, cover letter, resume, and letter of recommendation to CPC by April 6, 2014. Contact us at (212) 941-0920 ext. 146 with questions.

By Email: volunteer@cpc-nyc.org
 Please write "2014 Internship Program" in the subject line

By Mail: CPC Volunteer & Internship Program
 150 Elizabeth St.
 New York, NY 10012

Contact Information

First Name: _____ Last Name: _____

Email: _____ Phone Number: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Current street address: _____

City: _____ State: _____ Zip: _____

Personal Information

College: _____ Graduation Date: _____

Place of Birth: _____ Years in the U.S.: _____

What language skills do you possess? Please indicate your level of fluency.

Have you applied for an internship at CPC in the past? _____

Have you ever been affiliated with CPC? If so, please indicate your relationship (ex. family member of staff, program participant, volunteer, etc.) _____

If you are not a U.S. citizen, are there any restrictions to your employment? Yes No
 (If Yes, please explain using additional paper.)

If you have any special needs, please explain using additional paper.

Have you ever been convicted of committing a crime? Yes No
 (If Yes, please explain using additional paper.)

Please write a brief statement about your future aspirations.

Internship Program Information

Why do you want to intern with CPC?

Of the following areas, please number your top 3 areas of interest, 1=Most Interested.

- | | |
|---|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Community Organizing | <input type="checkbox"/> Management and Administration |
| <input type="checkbox"/> Development | <input type="checkbox"/> Program Development |
| <input type="checkbox"/> Direct Service | <input type="checkbox"/> Research and Policy |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Technology and Communications |
| <input type="checkbox"/> Fiscal Operations | <input type="checkbox"/> Other: _____ |

When are you available for the internship? Start Date: _____ End Date: _____

Are you available to meet in person for an interview?

Yes No If No, please explain: _____

How did you hear about CPC's Summer Internship Program? (If someone recommended you, please provide their name and contact information.) _____

Are you eligible for the Federal Work Study program through your school? Yes No

Additional Information

- Please attach a current resume with relevant work experience and skills.
- Please attach one letter of recommendation from someone who can attest to your work performance, professional background, or academic aptitude. The letter should indicate this person's relationship with you. The recommender may not be a family member. The letter should be mailed directly from the recommender to the address above.

Certification

I certify that the information provided on this application is true and accurate. I understand that the withholding of any information sought by this application or the giving of false information may result in my disqualification from consideration for an internship position with CPC or, if discovered after I have begun interning at CPC, my termination as an intern at CPC.

I HAVE READ THE ABOVE PRIOR TO SIGNING THIS APPLICATION.

Signature: _____ Date: _____
