



## Unpaid Internship and Volunteer Application

People Inc. exists so that people with disabling conditions or other special needs have the supports they need to participate and succeed in an accepting society.

*People Inc. is an equal opportunity employer that values diversity, equity and inclusion. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, religion, age, disability, genetic information, sexual orientation, marital status, military or veteran status (except where bona fide occupational qualifications apply).*

Full Legal Name: \_\_\_\_\_

List other names known by: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

If you are related to, or know any People Inc. employees, please list their name(s):

\_\_\_\_\_

### Personal References

*List two personal references that are not relatives.*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

## Employment History

List complete employment history for the past 7 years. Begin with the most recent employment history and list employers in chronological order.

Name of employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job title: \_\_\_\_\_  
Start date: \_\_\_\_\_ End date (leave blank if still employed): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Name of employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job title: \_\_\_\_\_  
Start date: \_\_\_\_\_ End date (leave blank if still employed): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Name of employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Job title: \_\_\_\_\_  
Start date: \_\_\_\_\_ End date (leave blank if still employed): \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_

*I agree to conform to the rules and regulations of People Inc. and understand that my internship or volunteer position can be terminated, with or without notice, at any time, at the option of either People Inc. or myself. I understand that no representative of People Inc. except the President and CEO has any authority to make an agreement contrary to the foregoing or enter into agreement of employment for any specific period of time. I acknowledge and understand that in accordance with People Inc.'s substance abuse testing policy I will be required to submit a sample for chemical or other form(s) of analysis. I further understand that the purpose of this analysis is to determine or rule out the presence of nonprescription or prohibited controlled substances in my system. I understand that refusal to take this test, attempts to adulterate or substitute the sample, and/or a positive drug test that is in violation of People Inc.'s policy will result in denial of my application for an internship or volunteer position. I understand that I will be required to execute a consent and release for substance abuse testing and that my refusal to execute a consent and release for substance abuse testing will result in People Inc. denying my application. I also agree to undergo any physical examination and/or lab work if requested by People Inc. during the course of my internship or volunteer position. I authorize People Inc. to verify any information I have furnished in this application and to contact any references I have including employers. In doing so I release People Inc. and employer on reference from any liability in release of this information. I affirm that I have read this completed application, and have not withheld any information or response to any questions, and that the information I have furnished is true and correct. I understand that discovery of any misrepresentation or omission of facts can be grounds for rejection of application or for immediate dismissal, regardless of when such misrepresentation or omission is discovered. This application form is intended for use in evaluating your qualifications for an internship or volunteer position. This is not an employment contract. Completion of this application is in no way a guarantee of an interview or an offer of a position. False or misleading statements during the interview or on this form are grounds for terminating the application process, or if discovered after, terminating the internship or volunteer position.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_