

ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org
PO Box 1717 | Asheville, NC 28802-1717

Internship Program Application

Personal Information

Please type or print in black or blue ink.

Name

Mailing address

City

State

Zip code

Email

Phone

Application for: Summer session Fall semester Spring semester Academic year

Education

Indicate any diplomas/degrees that you have completed, and/or are currently pursuing.

	SCHOOL	MAJOR/MINOR FIELD(S)	DATES (MM/YYYY entered and graduated)
HIGH SCHOOL			
ASSOCIATE			
BACHELOR			
MASTER			
DOCTOR			
OTHER:			

List extracurricular activities that you are/were involved in during your time(s) as a student.

Internship(s) and Availability

Indicate up to three internships for which you would like to be considered. Descriptions are available at ashevilleart.org.

1. _____
2. _____
3. _____

Indicate when you are available to intern at the Museum.

Day(s) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time(s) Morning Afternoon Evening

Employment

Attach a current resume or CV, and/or provide information below for your two most recent positions.

Employer

Job title

Dates of employment

Nature of work/responsibilities

Employer

Job title

Dates of employment

Nature of work/responsibilities

Volunteer Experience

List past and present volunteer experience (including at Asheville Art Museum).

Interests

List hobbies, leisure activities, and/or other interests.

References

Provide contact information for two professional, educational, or character references (no family members) who are completing a reference form in support of your application.

Name

Relationship

Email

Phone

Name

Relationship

Email

Phone

Emergency Contact

Name	Relationship
Email	Phone

Academic Credit

The Museum regularly coordinates with schools, colleges, and universities to ensure academic credit is received by current students. If you answer "yes" or "not sure" below, please attach information from your institution outlining hours/assignments/evaluations needed, and any other required materials/information for you to earn credit.

Are you seeking credit for this internship? No Yes Not sure

UNC Asheville Internship Initiative

Thanks to the generous support of the Selby & Richard McRae Foundation, starting January 1, 2020 we are proud to welcome UNC Asheville students to the Museum each day for visits, tours, research, and programs through the UNC Asheville Student Membership Initiative. As part of the Initiative, the Museum also awards one UNC Asheville student a paid internship each semester to support learning projects in one or more Museum departments. Read more at ashevilleart.org.

Are you a degree-seeking, current UNC Asheville undergraduate student, and wish to be considered? No Yes

Rosemary Kennedy Internship Initiative

The Museum participates in the Rosemary Kennedy Internship Initiative, which provides stipends for internship and pre-professional training opportunities for youth with disabilities, ages 15–22. Read more at ashevilleart.org.

Are you eligible for the Rosemary Kennedy Internship Initiative, and wish to be considered? No Yes

Notice to Applicant Regarding Background Investigation

In connection with your application for an internship, notice is hereby given that a consumer report and/or investigative report may be obtained from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or "investigative consumer report" as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.). These reports may contain information about your character, general reputation, personal characteristics, or mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends, or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks. By signing below, you acknowledge receipt of the Notice to Applicant Regarding Background Investigation and certify that you have read this disclosure. Furthermore, you authorize the obtaining of consumer reports and/or investigative consumer reports at any time after receipt of this authorization and throughout the course of internship, if applicable. The scope of the Notice to Applicant Regarding Background Investigation and your authorization is not limited to the present and, if you are selected or hired, will continue throughout the course of your internship/employment and allow us to conduct future screenings for retention, promotion, or reassignment, as permitted by law and unless revoked by you in writing.

I understand and agree that a background investigation is a condition of my internship.

Signature

Print name (last, first, middle, maiden)

Social Security Number

Date of birth

Home state if different from North Carolina

FOR OFFICE USE ONLY

Date received _____ Letter of interest CV Transcripts Writing sample References 1 2