

INTERNSHIP APPLICATION FORM

Date: _____

The Blu Dove Designs internship program a **75 to 100 hour program**. Our goal is to provide an excellent internship experience where students can learn more about the business of Graphic Design, Web Development and Advertising, apply the skills learned at SFC/UF and learn new skills that are currently being utilized in the industry.

This position is a **non-paid** assignment. A work schedule will be established between the owner and the intern at the beginning of the internship. This schedule is very important because each project has a deadline and we expect to meet those deadlines on-time. If the intern needs to change schedule, a one week notice must be given.

Candidates must exhibit a strong work ethic with the ability to work independently. Must be able to apply learned knowledge to projects and assume responsibility for time management of these projects given. Candidates must demonstrate exceptional written and verbal communications skills; excellent organization and project management skills; teamwork/collaboration skills; familiarity with or eagerness to learn new technologies (e.g. web content management; training development tools); and the ability to accept construction criticism; ability to laugh, smile and have fun.

Blu Dove Designs is a Christian owned and operated company and adheres to a high standard of morals, ethics and excellence. Our beliefs are not pushed onto others. However, they govern how everyone we work with is treated and which projects/clients are suitable for the company to accept.

Please follow the directions below (incomplete application packets will be discarded):

Part A: Fill out the application form

Part B: Provide a Personal Statement on the second page and sign/date

Part C: Attach your portfolio on CD or DVD (no emails)

** Note: if portfolio has not yet been completed, provide 5-6 samples of a variety of your work (i.e. web, print, packaging, logo)*

Part D: Attach resume to the application

Part E: Send your completed application packet to:

(Packet should include application form, personal statement, portfolio and resume – incomplete or emailed packets will be discarded)

Blu Dove Designs
Attn: Internship
PO Box 1146
Archer, FL 32618

If accepted for our internship position a background check with work history will be required.

PART A: Application – complete in entirety

| APPLICANT INFORMATION FOR BLU DOVE DESIGNS | | | | | | |
|--|--|------------------------------------|--|---------------------|------|--|
| Last Name | | First | | M.I. | Date | |
| Street Address | | | | Social Security No. | | |
| City | | State | | ZIP | | |
| E-mail Address | | Google Chat ID/ Skype ID/MSN ID | | | | |
| Phone No. | | Date Available | | Desired Salary | | |
| Position Applied for | | | | | | |
| Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | | | |
| Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when? | | | | | | |
| Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain | | | | | | |

| EDUCATION | | | | |
|-------------|----|-------------------|--|--------|
| College | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| High School | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| Other | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |

| REFERENCES | |
|---|--------------|
| <i>Please list three professional references.</i> | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |

| PREVIOUS EMPLOYMENT | | | |
|---|--------------------|--------------------|--|
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |

| MILITARY SERVICE | |
|----------------------------------|-------------------|
| Branch | From To |
| Rank at Discharge | Type of Discharge |
| If other than honorable, explain | |

| DISCLAIMER AND SIGNATURE | |
|---|------|
| I certify that my answers are true and complete to the best of my knowledge. | |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | |
| Signature | Date |

PART B: Personal Statement

(Explain in at least 75 -100 words why you would like an internship position with Blu Dove Designs – you may use an additional sheet and attach it if necessary)

Signature: _____ **Date:** _____