

# Philharmonic INTERNSHIP APPLICATION (Last revised November 2013)

This application **MUST** be completed by any High School Senior or College Student who wishes to be considered for a career-supported professional internship with the Garden State Philharmonic Symphony Society (GSP). Internships represent a unique practical learning relationship allowing students to further develop employable skills. Internships can and will be adapted to support other educational objectives including, but not limited to College For-Credit Requirements. All Internships are typically part-time, requiring fifteen (15) hours or less per week and last for ten to twelve months, which is comparative to one GSP program season.

Interns are not employees of the GSP. Interns are directly supervised by GSP Staff members. There is no guarantee implied or otherwise of future employment with the GSP or any of its affiliates. Interns serve as volunteers and will be required to review and adhere to all volunteer policies as stipulated in the GSP Volunteer Handbook.

**IMPORTANT NOTE:** *For students wishing to explore credit for an Internship with the GSP, the applying student must secure and provide the credit requirements of her/his college or university as well as any custom forms necessary to support the requested Internship. The GSP will consider the requirements of the student's continuing education provider and determine if the Internship for which the student is applying can be adapted to reflect the mandates required. Should adaptation be possible, a unique description will be generated and given to the applicant for submission and approval by the student to the appropriate academic affairs representative at the students' continuing education provider. The GSP does not nor can it directly award credit for Internships as the requirements of colleges and universities vary and often require special licensure.*

## General Information

Title (Mr., Mrs., Miss, etc.): \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix (if applicable): \_\_\_\_\_

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

(Number) (Street) (Apt. #)

(City) (State) (Zip)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ (Circle) Home Work Cell

E-Mail: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am applying for an Internship to be begin in the following term: (Circle one)

Fall Winter Spring Summer

## School/College/University Information

Institution Name: \_\_\_\_\_

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

(Number) (Street) (Apt. #)

(City) (State) (Zip)

**Complete the following as it relates to your level of education of current placement.**

Current Academic Status (Circle): High School Senior College Student

(Check): \_\_\_\_\_ Graduate \_\_\_\_\_ Senior \_\_\_\_\_ Junior \_\_\_\_\_ Sophomore

Major of Study: \_\_\_\_\_ Minor of Study: \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ GPA in Major \_\_\_\_\_ GPA in Minor \_\_\_\_\_

# Philharmonic INTERNSHIP APPLICATION (Last revised November 2013)

Activities/Honors:

---

---

---

Are you exploring community service or course credit for your internship? (Circle) Yes No

If Yes, please provide the following for your counselor or academic advisor:

Title (Mr., Mrs., Miss, etc.): \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix (if applicable): \_\_\_\_\_

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

(Number) (Street) (Apt. #)

(City) (State) (Zip)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ (Circle) Home Work Cell

E-Mail: \_\_\_\_\_

Are you a United States Citizen? (Circle) Yes No

Have you ever been convicted of a felony? (Circle) Yes No

If Yes, please explain on a separate sheet.

Do you have reliable transportation? (Circle) Yes No

Does your schedule permit you to periodically schedule your Internship hours in the evening or on weekends?\* (Circle) Yes No

*\*As a nonprofit specializing in artistic and educational programming, many community programs are scheduled outside of the typical business day.*

Do you require any reasonable accommodation in order to participate actively in an Internship with the GSP? (Circle) Yes No

If Yes, please describe the accommodation(s) that may be required to assist you.

---

---

Do you have any disability or medical condition(s) of which the GSP should be made aware? (Circle) Yes No

If yes, please explain on a separate sheet.

Please enclose the following materials (if available):

- Résumé
- Three references (along with name, title, relationship and contact number for each reference)

This application will serve as declaration of my intent to participate in an Internship with the Garden State Philharmonic Symphony Society. I understand the information and questions as presented and believe my answers to be true to the best of my knowledge. I understand that submitting an application is not a guarantee of being offered an Internship. Furthermore, I understand and agree to sign a Confidentiality Agreement and a Media Release permitting the use

# Philharmonic INTERNSHIP APPLICATION (Last revised November 2013)

of my name and image for program promotional purposes should I be chosen for a professional Internship with the GSP.

Intern/Applicant Name (Please print.)

Date

Intern/Applicant Signature

If the applicant is under 18 years of age, the following information and additional signatures are required.

Parent or Guardian/Emergency Contact Information:

Title (Mr., Mrs., Miss, etc.): \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix (if applicable): \_\_\_\_\_

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

(Number) (Street) (Apt. #)

(City) (State) (Zip)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ (Circle) Home Work Cell

E-Mail: \_\_\_\_\_

## Release of Liability

In partial consideration of the Garden State Philharmonic Symphony Society, Inc. (GSP), accepting (Insert Intern/Applicant Name), \_\_\_\_\_, hereinafter "Student", of whom I am the parent or guardian, as an Intern of the GSP:

I hereby RELEASE AND AGREE TO HOLD the GSP, its affiliates, all of its staff, instructors, sponsors, and volunteers HARMLESS from and against any liability whatsoever with regard to any and all of the Student's person and personal property while going to and from the GSP work sites, as well as supporting and/or attending, GSP sponsored events, including, but not limited to: rehearsals, performances, classes, other instructional periods, and meetings of any kind for any purpose (any or all which constitute an "Included Event"). By signing this form I agree that neither I, nor my heirs, successors, or assigns will bring any claims, suits or actions of any kind against the GSP, its staff, instructors, sponsors, or volunteers as a result of any loss, damage, cost or expense that may be incurred in connection with the Student's participation in any Included Event, whether such loss, damage, cost or expense is immediately known, or becomes evident in the future. I understand that no one associated with the GSP is authorized to alter, modify, or waive any of the terms of this RELEASE in any way.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name of individual signing above:

\_\_\_\_\_

**Internship Application Planned Learning Worksheet**

**Please answer the following questions:**

The Garden State Philharmonic Symphony Society offers Internships rooted in the following core areas as they relate to nonprofit administration and the music industry. Which are you most interested in being considered? (Check)

- Nonprofit Management and Administration
- Marketing and Community Relations
- Concert/Production Management

1. Why do you want to intern in a not-for-profit organization? What do you feel you would learn from your experience here?

---

---

---

---

---

2. What are your future career goals? How will this internship benefit your success in reaching those goals?

---

---

---

---

---

3. What are your current strengths (knowledge, skills, and values)?

---

---

---

---

---

4. What are your current weaknesses (knowledge, skills, and values)?

---

---

---

---

---

5. What are your educational goals?

---

---

---

---

---