



APPLICATION FOR THE EXPERIENTIAL EDUCATION INITIATIVE INTERNSHIP Winter-Spring 2014

Please attach a **resume**, **two letters of recommendation**, and **documentation of intellectual disability** to this form and submit it via email (mcmidock@kennedy-center.org), fax (202-416-4840) or mail (McKenzie Midock / The Kennedy Center / VSA & Accessibility Office / PO Box 101510 / Arlington, VA 22210).

Date of Application:

Last Name, First Name, Middle Name

Address, City, State, Zip Code

Home Phone with Area Code
()

Date of Birth

One criterion for participating in this program is that you have a documented intellectual disability. Do you have a documented intellectual disability? (*See the EEOC definition of intellectual disability for more information: http://www.eeoc.gov/facts/intellectual_disabilities.html)

Yes No

Social Service Agency

Address, City, State, Zip Code

Job Coach Name

Phone Number
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Email Address

High School/GED/College

Institution Address, City/State, Zip Code

Year Graduated

(CONTINUED)

What are your personal strengths/weaknesses? (I am not a morning person. I work best in a quiet place. I do not like to be around large groups. etc.)

Training/Special Skills (Computer, Office Machines, etc.)

The winter-spring 2014 placements are listed below. While applicants will be considered by all supervisors and could be offered placement in any department, please put a check mark next to the position(s) **to which you are specifically interested in applying.**

(CONTINUED)

- 1) **RETAIL OPERATIONS**

Job Summary: Position reports to Merchandise Supervisor and Manager of Selling Operations. Intern is required to place price tags on merchandise and prepare merchandise for the sales floor.

Skills Preferred: Punctuality, appropriate office dress, flexibility to work with different people in different locations in the course of the week, ability to count to 100, ability to read labels, ability to work independently.

- 2) **DOCUMENT CENTER**

Job Summary: Position reports to the Document Center Manager. Intern will learn to operate copiers, the folding machine, the paper cutter, and other machines in the Document Center. Intern will assist in the distribution of mail throughout the center.

Skills Preferred: Flexibility to work in a busy environment, ability to work safely with electronic equipment, ability to orient to a large facility, good communication skills, punctuality, some reading and counting skills helpful.

- 3) **SPLIT POSITION** *(hours/week are approximate and are subject to change)*
 - a. **GROUP SALES OFFICE (4 hours/week)**

Job Summary: Position reports to the Group Sales Managers. Intern is responsible for maintaining contract filing system, assisting with marketing projects, assembling mailers, and other duties as assigned.

Skills Preferred: Individuals who thrive in a team environment, ability to work independently once a skill has been mastered, positive attitude, attention to detail, ability to sort and put things in order by date chronologically, knowledge of Microsoft Office.

 - b. **FACILITIES/PROJECT MANAGEMENT OFFICE (8 hours/week)**

Job Summary: Position reports to Facilities/PMO staff. The intern will assist with entering maintenance requests into the computer database. May be asked to answer phones on occasion.

Skills Preferred: Experience working with computers, comfortable with data entry work, attention to detail, ability to work independently in an office environment once a task is learned.

 - c. **TBD (8 hours/week)**