North Carolina State Government Internship Program
SUMMER 2015 INTERNSHIP APPLICATION

Youth Advocacy and Involvement Office, 1319 Mail Service Center, Raleigh, NC 27699-1319
Phone: 919-807-4400 Website: www.ncyaio.com

Applications MUST be typed
Applications must be postmarked by Friday, January 16, 2015. Late applications will not be considered.
All materials must be mailed in ONE envelope.
Applicants who fail to submit all required information will be ineligible.
Please carefully check to ensure that your application packet is complete and includes all required documents.

REQUIRED MATERIALS CHECKLIST
Please check and submit the following:
☐Original Application Form ☐Cover letter ☐Resume
☐Transcript(s): Unofficial copies acceptable. Transcripts MUST include ALL undergraduate and graduate/law grades. Transcripts MUST INCLUDE OVERALL GPA. (If grades for some courses are unavailable, submit an official schedule/course list.)

In addition to the original application packet, please submit an additional application packet for each project to which you are applying. Please check and submit the following for each project choice* :
☐Application Form ☐Cover letter ☐Resume ☐Legal writing sample (Law students ONLY)
*If you have applied for 5 projects, you MUST submit a total of 6 applications, 6 cover letters, 6 Resumes, 1 Transcript, and 6 writing samples (Law students ONLY).
*If you have applied for 4 projects, you MUST submit a total of 5 applications, 5 cover letters, 5 Resumes, 1 Transcript, and 5 writing samples (Law students ONLY).
*If you have applied for 3 projects, you MUST submit a total of 4 applications, 4 cover letters, 4 Resumes, 1 Transcript, and 4 writing samples (Law students ONLY).
*If you have applied for 2 projects, you MUST submit a total of 3 applications, 3 cover letters, 3 Resumes, 1 Transcript, and 3 writing samples (Law students ONLY).
*If you have applied for 1 project, you MUST submit a total of 2 applications, 2 cover letters, 2 Resumes, 1 Transcript, and 2 writing samples (Law students ONLY).

Section 1: PROJECT CHOICES: (Fill out **A or B** below as appropriate.)

A. For original application: List all project choices (up to 5 allowed) by project number and title. This copy is for the YAIO file. Submit an additional application for each project choice by completing "B" below (see "Application Process" in 2015 Program Booklet)

Project #: *Title:*	*Project #:* *Title:*	*Project #:* *Title:*	*Project #:* *Title:*	*Project #:* *Title:*

B. For individual project choices (as identified above): Specify only one internship project per copy. This copy will be mailed by YAIO to the internship project designated below.

PROJECT NUMBER	PROJECT TITLE
RELEVANT COURSE WORK:	

Section 2: APPLICANT INFORMATION

NAME: Last, First, Middle	NAME CALLED (if other):	
PERMANENT ADDRESS (street, apartment number, city, state, zip code):		
PERMANENT PHONE:	DRIVER'S LICENSE STATE AND NUMBER:	COUNTY OF PERMANENT ADDRESS:
PREFERRED MAILING ADDRESS (street, apartment number, city, state, zip code):		
PREFERRED PHONE:	E-MAIL ADDRESSES (*notification will be made via e-mail so check accounts frequently!*): Primary:	Alternate:
I am a: ☐ U.S. Citizen	☐ Permanent Resident of NC	☐ Other (specify):

SCHOOL NAME (List city & state if not in NC): MAJOR/CURRICULAR PROGRAM (if declared): CREDIT HOURS IN PROGRAM (if declared):
TOTAL (OVERALL) GRADE POINT AVERAGE: MAJOR GRADE POINT AVERAGE (if applicable):

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YEAR IN SCHOOL:
☐Freshman ☐Sophomore ☐Junior ☐Senior ☐CommCollegeYr1 ☐CommCollegeYr2 ☐Grad Student ☐Law1 ☐Law2

Will you be continuing your education in Fall 2015? ☐ YES ☐ NO

If yes, where/what program?

ARE YOU A PERMANENT RESIDENT OF NORTH CAROLINA? ☐YES ☐NO
(Please note: Attending college in NC does not solely qualify permanent residency. Questions? Contact the Youth Advocacy and Involvement Office.)

LIST DATES OF PERMANENT RESIDENCE (List the date you began living in NC):

If attending a school *in North Carolina*, DO YOU PAY IN-STATE TUITION OR RECEIVE AN IN-STATE GRANT? ☐YES ☐NO

If attending a school *outside of North Carolina*, DO YOU PAY OUT-OF-STATE TUITION? ☐YES ☐NO ☐Other (Explain):

HOW DID YOU HEAR ABOUT THE NC STATE GOVERNMENT INTERNSHIP PROGRAM? (check all that apply)

☐Career Services Center	☐ Friend, Family Member	☐Other Please specify:
☐Professor or Academic Department	☐ State Agency, State Employee, Legislator	
☐Internet/Online Search/YAIO Website	☐Campus Career Fair/Info Session Please list event/location	

STATE GOVERNMENT POLICY PROHIBITS DISCRIMINATION BASED ON RACE, GENDER, COLOR, CREED, NATIONAL ORIGIN, AGE OR DISABILITY. The information requested below will in no way affect you as an applicant. Its sole purpose is to determine how well our recruitment efforts are reaching all segments of the population.

GENDER: ☐MALE ☐FEMALE DATE OF BIRTH:	ETHNIC ORIGIN(S): ☐White ☐Black ☐Asian (include Pacific Islander) ☐American Indian (include Alaskan Native) ☐Hispanic ☐Other:

DISABILITY: *The reporting of a disability is strictly VOLUNTARY. Information reported on this form will be kept confidential as required by State law. Public disclosure of this information without your consent would be a violation of G.S. 126-27.*
Fill in blank(s) as appropriate.

☐	☐
☐	☐ None/Prefer not to report

EXTRACURRICULAR ACTIVITIES (include leadership roles)

SCHOOL ACTIVITIES:

COMMUNITY & VOLUNTEER:

WORK HISTORY

Present or last employer: Location (City and State): Job Title:	Dates of employment:
Duties:	
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Duties:	

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Present or last employer: Location (City and State): Job Title:	Dates of employment:
Duties:	

Have you ever completed an Internship with the North Carolina State Government Internship Program? ☐YES ☐NO

Have you been a paid government intern before (postsecondary level)? If yes, mark the appropriate spaces.
☐Federal Government ☐State Government ☐Local Government ☐Other :
Name of Agency or Organization:

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? (A conviction does not mean that you cannot or will not be hired. The offense and how recently you were convicted will be evaluated in relation to the projects for which you apply.) ☐YES, I have been convicted. **If yes, explain fully on a separate page (required).** ☐NO, I have not been convicted.

BY SIGNING OR INITIALING BELOW, I CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE: _____ DATE: _____
(All applications must be signed)