



## Intern Application

Please complete and submit to Holly Mickelson-Whitney in one of the following ways:  
email: [hollym@cadamn.org](mailto:hollym@cadamn.org), or mail: P.O. Box 466, Mankato, MN 56002

Please include your resume and cover letter.

Full Name:

Phone Number:

Email Address:

Are you 18 years of age or older? Yes  No

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## Application Process

- *All prospective interns must complete the following before beginning any work:*
    - 1) *Application*
    - 2) *Interview*
    - 3) *Minnesota Department of Human Services background check*
  - *Interns in some positions who will have direct contact with clients must complete the 40-hour Sexual Assault Advocacy Certification training.*
  - *Interns must commit to a minimum of eight hours per week.*
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## Internship Positions

- *Check off no more than two positions*
- *Click on the link to see the full position description.*

**Children & Family Advocacy Intern** ([Click here for position description](#))

**Requirements:**

- Minimum of 120 total hours
- Minimum of 5 hours per week of childcare
- Complete 40-hour Sexual Assault Advocacy Certification training

**Shelter Advocacy Intern** ([Click here for position description](#))

**Requirements:**

- Minimum of 120 total hours
- Complete 40-hour Sexual Assault Advocacy Certification training

**Community Advocacy Intern** ([Click here for position description](#))

**Requirements:**

- Minimum of 400 total hours
- Complete 40-hour Sexual Assault Advocacy Certification training
- Attend and assist one support group on Monday, Tuesday, or Wednesday evening until 7pm
- Sign up for a minimum of two call-out shifts per month

**Which CADA location(s) are you able to intern in? [Community Advocacy only]**

- Blue Earth    Mankato    New Ulm    St. James    St. Peter    Waseca    Fairmont

**Communications Intern** ([Click here for position description](#))

**Requirements:**

- Minimum of 120 total hours

**Development Intern** ([Click here for position description](#))

**Requirements:**

- Minimum of 120 total hours

**Parenting Time Center Intern** ([Click here for position description](#))

**Requirements:**

- Minimum of 120 total hours
- Complete 40-hour Sexual Assault Advocacy Certification training

If checking off more than one position, please note your first and second choices:

## School Information

Is this a requirement for a class, organization, etc.? Yes  No

Name of program or major:

Year/Level in program:

Instructor's name:

Contact information:

How many hours are required?

Semester you are applying for:

Anticipated start date:

Anticipated end date:

Is any evaluation of your work required? If yes, please explain and give date(s) required.

## Tell Us About Yourself

What skills, qualities, characteristics, or experiences do you have that you think might be helpful to CADA?

What do you hope to gain from your experience interning with CADA?

Please describe any skills you have in speaking or conversing in languages other than English.

Tell us about any previous volunteer or intern experience.

**Criminal Record**

Given the nature of our mission, we must screen all interns carefully. Do you have any criminal history that may disqualify you in a DHS background check? (this won't necessarily disqualify you from interning):

**Availability**

Please note your hours of availability.

	<b>Mornings</b>	<b>Afternoon</b>	<b>Evening</b>
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

If the internship is not for a class or organization, how many hours a week would you like to complete and how many weeks/months would you like to intern for?

Is there anything else you would like to share with us?

*I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I understand that completing this application does not ensure a volunteer/internship placement. I also understand that this is not an application for paid employment.*

Signature or typed name (e-signature):

Date:

***Thank you for your interest!***