



DUBUQUE COUNTY HISTORICAL SOCIETY



INTERNSHIP APPLICATION

PERSONAL INFORMATION

Name _____ Birthdate _____ Preferred pronouns _____

Street _____ City _____ State _____ Zip _____

Phone _____ Email address _____

Have you ever lived in another state? If yes, please list states of residence. _____

Have you ever been convicted of a misdemeanor or felony? If yes, please explain. _____

How did you hear about internship opportunities at Dubuque County Historical Society?

College/University Friend or Family Member Newspaper (which one?) _____

Internet (which site?) _____ Other (explain) _____

EDUCATION AND EXPERIENCE

	Degree/Certificate	Institution Name	Dates
High School	---		
College/University			
Graduate School			
Trade, Business, or other School			
Special Training or Skills			

Do you speak any language(s) besides English fluently? No Yes (which?) _____

REFERENCES (Please list two work, school, or personal references [not relatives] who we may contact regarding your application)

Name _____ Phone _____

Relationship _____ Years acquainted _____

Name _____ Phone _____

Relationship _____ Years acquainted _____

EMERGENCY CONTACT INFORMATION

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

INTERESTS AND WORK SCHEDULE

I'm interested in <i>(check all that apply)</i> :			Semester I am applying for:		
<input type="checkbox"/> Conservation	<input type="checkbox"/> Events/Banquets	<input type="checkbox"/> Living Collections	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
<input type="checkbox"/> Curatorial/History	<input type="checkbox"/> Exhibits		Will you be using campus work study?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Development	<input type="checkbox"/> Other _____		Hours required _____		

INTERVIEWS AND TRAINING

All potential interns must apply with application, resume, and cover letter, and will be interviewed prior to being accepted. Those who are accepted may need to participate in formal training. Other positions may require on the job training.

CRIMINAL BACKGROUND CHECK

Following the interview, the Dubuque County Historical Society will conduct a criminal background check to release all information and data authorized under the Iowa law, for the purpose of your volunteering. A signed consent form is required before this check can be completed. Convictions and pleas are not an automatic bar to interning. Relevant factors such as the nature of the violation, how recent and serious the charges, as well as evidence of rehabilitation will be considered.

Please read and sign below:

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I authorize people, schools, my current employer (if applicable), and previous employers and organizations named in this application to provide any relevant information that may be required. I also agree that falsified information or significant omissions may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date.

I understand that I will be interviewed prior to being accepted and I will be expected to complete any required training required for the position.

Signature of applicant _____ Date _____

Please return application, resume, and cover letter in person, via mail, or email to:

National Mississippi River Museum & Aquarium
Kristen Leffler
350 E. 3rd Street
Dubuque, IA 52001

Phone: 563-557-9545 x. 221
Fax: 563-583-1241
Website: www.rivermuseum.com
E-mail: kleffler@rivermuseum.com