



Council on American Islamic Relations
(CAIR-Texas, Austin)

T: 512-785-7105

E: info@cairtx.org

14900 Avery Ranch Blvd Ste C200 PMB
1045, Austin, TX 78717

CAIR-Texas Application for Internship Program

CAIR-Texas is an Equal Opportunity Institution. Acceptance into its Internship Program is made on the basis of qualifications without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. If you are accepted into the program, note the minimum hour and weekly schedule requirements:

Undergraduate/Graduate—Individuals who have attained at least a high school diploma or G.E.D. will be required to

complete at least 12 weeks with a minimum of 12 hours per week.

APPLICATION MAY BE EMAILED. Send completed application and attach your cover letter, Résumé, and work samples to info@cairtx.org

PART I: BACKGROUND INFORMATION

- 1) Position & Session Applying For:
- 2) Name (Last, First, Middle):
 - Other names under which you have attended school or been employed:
- 3) Street Address:
 - City, State & Zip:
- 4) Email (Personal):
- 5) Cell Phone:
- 6) Are you eligible to work in the United States?
- 7) Are you 18 years of age or older?
 - If NO, what is your current age?
- 8) Are you currently a student enrolled in an academic institution or professional training program?
 - If YES, where? (Include address and office number)

- 9) Will you be employed or interning at another location during the session you're applying for?
- If YES, will you meet CAIR-TEXAS minimum hour & weekly requirements?
- 10) If required for the position, do you have a valid driver's license?
- If YES, State of issuance, license #, and expiration date:
- 11) Are you related to any current CAIR-Texas employee?
- If YES, his/her name & relationship to you?
- 12) How did you learn about this opportunity at CAIR-Texas? Check all that apply, and specify if necessary:

Website Newsletter Social Media ___ School (e.g., major dept., career services) ___

Career Fair ___ Organization's Posting (please specify): _____

Newspaper/Magazine Ad ___ Referral by CAIR-Texas Contact (please specify) ___

Event ___ Other (please specify) _____

PART II: EDUCATION

Name of High School and City/State you graduate graduated at:

Graduation Date:

Undergraduate School and City/State:

Graduation Date:

Major/Minor:

Graduate School and City/State:

Graduation Date:

Major/Minor:

Other certifications, licenses, credentials, professional affiliations, honors, distinctions, etc., which are relevant to the position for which you are applying:

PART III: SKILLS

Indicate the following software programs you are proficient in. Check all that apply:

General: MS Word ___ MS Excel ___ MS Power Point ___ MS Access ___ Windows ___ MAC OS ___

Specific: Adobe Photoshop ___ Adobe InDesign ___ Adobe Illustrator ___ Dreamweaver
Photography ___ Print/Online Periodical Layout ___ Final Cut ___ Pro Filmmaking ___ Film & Audio
Editing ___ Windows Movie Maker ___ HTML ___ CSS ___ JavaScript ___ Macromedia Flash ___ Social
Media ___ (Please list all platforms _____) Mailchimp ___
Social Pilot ___ Meta Business ___ JotForm ___

Other skills, software, program, social media proficiency:

REFERENCES

List three (3) of the following types: Professional, Academic, Extra-Curricular or

Volunteer. Family members CANNOT be your references.

- 1) Name:
Phone:
Email:
Relationship to Intern:

- 2) Name:
Phone:
Email:
Relationship to Intern:

- 3) Name:
Phone:
Email:
Relationship to Intern:

PART V: SIGNATURE

I certify that the information submitted in this application and its supporting documents is accurate and complete. I understand that the completion and submission of this application and its supporting documents does not guarantee that CAIR-Texas will accept me for the program and/or the position I applied for. I understand and agree that failure to fully complete this form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for an interview, acceptance into the program, or termination from the program if discovered at a later date. I authorize CAIR-Texas to investigate, without liability, all statements contained in this application and its supporting documents. I authorize my references and former employers, without liability, to make full responses to any inquiries in connection with this application for an internship, externship, clerkship, or fellowship at CAIR-Texas. If requested, I agree to submit to a criminal and credit background investigation, and/or screening for illegal substances upon conditional acceptance into the program. I understand that this application and its supporting documents will be filed with CAIR-Texas for a minimum five (5) years following the date of receipt by the organization. If offered a position and I accept, I agree to actively complete all assignments, participate in all programs, respect all participants (i.e., staff, peers, visitors, partners, and affiliates) and their property and abide by the rules and policies of the organization throughout the duration of the program. I plan to complete all forms, including the media waiver, at the start of the program. I understand that I may be terminated at any time if I violate this clause. Finally, I understand that certain violations may result in action by law enforcement (and, if I am a minor under 18 years of age, parent/guardian notification).

Applicant

I acknowledge by my signature below that I have read and understood the statement above.

_____ Signature Date _____

Parent or Guardian

I acknowledge by my signature below I have read and understood the statement above, and verify I am the legal parent/guardian of the minor applicant.

_____ Signature Date _____

Printed Name _____

Relationship to the Minor _____