



APPLICATION FOR INTERNSHIP

In our internship program our mission is to hire one intern to fit every niche of our business; Communications, Marketing, Event Management and Event/Sport Development. This will allow us to recruit interns who have an understanding in their area of business and can gain experience and in return GCSC gets the quality of work that we are looking for.

Intern responsibilities vary drastically from assisting with writing grants to moving boxes and each serve just as important service to our organization as the other. The ability to hire on an intern in each area of business allows us to designate responsibilities and work to this intern freeing time for the full time staff to turn their focus on the bigger picture which will make each event bigger and better. These students also bring new and fresh ideas to the table which allows us to keep up to date on the ever changing marketplace. And lastly once they have gone through our system they become ambassadors to The Greater Cleveland Sports Commission. Whether they are promoting the internship program or the mission of who we are and what we do is just another channel of getting the recognition of the Sports Commission out in the community!

Steps to being considered:

- 1) **Fill out application completely.**
- 2) **Attach Resume and Cover Letter.**

Please print and complete the form in detail. Please be specific and fill in all appropriate blanks. All information given will be held in strict confidence.

Personal Information

Name _____ Date _____

Current Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Permanent Address _____

City _____ State _____ Zip _____

Availability

Please select which internship term you are applying for:

Please indicate if your start / end dates are different from those listed.

SPRING TERM
[Jan-Apr]
Deadline to apply November 15

SUMMER TERM
[May-Aug]
Deadline to apply March 15

FALL TERM
[Sept-Dec]
Deadline to apply July 15

Will you be able to intern: Full Time Part Time*

*If Part Time, please indicate the number of days and hours per week you are available: _____

Areas of Interest

Please indicate in order of preference which internship areas interest you the most:

1 = First Choice 2 = Second Choice 3 = Third Choice 4 = Fourth Choice

Communications _____ Event Management _____ Event/Sport Development _____ Marketing _____

Education

High School

Name of School _____ City _____ State _____

Dates Attended _____ Last Year Completed _____

College (Undergraduate)

Name of School _____ City _____ State _____

Dates Attended _____ Last Year Completed _____

Program of Study _____

College (Graduate)

Name of School _____ City _____ State _____

Dates Attended _____ Last Year Completed _____

Program of Study _____

Work Experience *Please list most recent positions first*

1. Name of Organization _____ Type of Business _____

Address _____ City _____ State _____ Zip _____

Supervisor Name _____ Supervisor Title _____ Phone _____

Please describe your position and any duties you may have had: _____ Dates Employed: _____

2. Name of Organization _____ Type of Business _____

Address _____ City _____ State _____ Zip _____

Supervisor Name _____ Supervisor Title _____ Phone _____

Please describe your position and any duties you may have had: _____ Dates Employed: _____

3. Name of Organization _____ Type of Business _____

Address _____ City _____ State _____ Zip _____

Supervisor Name _____ Supervisor Title _____ Phone _____

Please describe your position and any duties you may have had: _____ Dates Employed: _____

Other Information

Have you ever applied for an internship with us before? YES NO
If so, when? _____

Is the internship being used for school credit? YES NO

How did you hear about the GCSC Internship Program?
Please check all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Company Website | <input type="checkbox"/> Internet Job Website | <input type="checkbox"/> College Career Center |
| <input type="checkbox"/> Job Fair / Career Fair | <input type="checkbox"/> Friend | <input type="checkbox"/> Other |

If you checked "College Career Center", "Job Fair/Career Fair" or "Other" please list the name of the Fair, College or how you heard of our program:

Other Activities & Honors

Please indicate any memberships, clubs, organizations and honors you have been involved with or have received:

Please list current hobbies and recreational activities in which you participate:

I certify that my statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief are made in good faith. I understand that knowingly false answers will lead to the rejection of my application or immediate dismissal from the program.

Signature

Date

Please return by mail to:
Greater Cleveland Sports Commission
Attn: Internship Coordinator
334 Euclid Ave Suite 100
Cleveland, Ohio 44114

For Personnel Use Only:

Date Received _____

Interview Date _____

1st Area of Interest _____