

# GREATER CLEVELAND SPORTS COMMISSION INTERNSHIP PROGRAM

presented by



MEDICAL MUTUAL

## 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 Partnerships. 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 \_\_\_\_\_

College or University \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Year in School \_\_\_\_\_

Major or area of study \_\_\_\_\_

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 1*

**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 area interest you the most:

1 = First Choice

2 = Second Choice

3 = Third Choice

4 = Fourth Choice

5 = Fifth Choice

Communications

Event Management

Marketing

Partnerships

Community Programing

**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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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                 |

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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:

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

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Do you have housing available in the Cleveland area?

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Why do you want to intern with the Greater Cleveland Sports Commission?

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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.

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Signature

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Date

**Please Email to:**  
[Msajna@clevelandsports.org](mailto:Msajna@clevelandsports.org) or Mail to  
**the address below-**  

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**Greater Cleveland Sports Commission**  
**Attn: Internship Manager**  
**334 Euclid Ave**  
**Cleveland, Ohio 44114**