



## Internship, Volunteer, and Student Worker Application

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### Personal Information

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ School Email Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

How do you prefer to be contacted? Phone  Email

Academic Standing: First-Year  Sophomore  Junior  Senior  Graduate

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Last Semester GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Total Credit Hours This Semester: \_\_\_\_\_

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**Position Applying For:** Internship (course required) , Volunteer , or Student Worker

**Hours Needed:** \_\_\_\_\_

**Semester Applying For:** Fall , Spring , OR Summer  Year: \_\_\_\_\_

**\*Additional Application Requirements:** Please provide resume/cv with application.

**\*Student worker positions:** Please confirm with department if student worker positions are available for given semester you are applying for. Student Worker Position availability may vary based on departmental funds/needs.

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### Prior Work Experience

1) Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

May we contact your supervisor? Yes  No



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2) Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

May we contact your supervisor?    Yes     No

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### Questions

Why do you want to work or volunteer at the Office of Victim Advocacy?

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What strengths or skills would you bring to the Office of Victim Advocacy?

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Have you received any of the following trainings?

Title IX Training

FERPA Training

Bringing in the Bystander Training

Have you completed any additional trainings you feel are relevant to this position?

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Please circle **three** adjectives that you feel best describe you:

- Creative      Self-starter      Organized      Energetic      Team Player      People Person
- Open-Minded      Motivated      Articulate      Charismatic      Outspoken      Quiet
- Leader      Good Listener      Decision-Maker      Cultured

Is there anything else you would like for us to know about you?

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**Available Hours to Work:** Office hours for OVA are Monday – Friday, 8:00 A.M. – 4:00 P.M. Staff meetings are held every Friday, between 9:00 AM – 11:00 AM (time subject to change).

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

The Office of Victim Advocacy supports some evening and weekend events (i.e. RA programs, OVA presentations/initiatives, Accepted Students Day, Open House, New Student Orientation, etc.). Staff is expected to support with evenings and weekends if available. Attendance at regular staff meetings required.

**Application Check List:**

- Completed Application
- Resume/CV

**Thank you for applying! Please return this application to the Office of Victim Advocacy, Willard DiLoreto Hall, Suite D305, or email to [L.Leggett@ccsu.edu](mailto:L.Leggett@ccsu.edu).**

**Questions can be directed to Lisa Leggett, Sexual Assault and Violence Prevention Specialist at [L.Leggett@ccsu.edu](mailto:L.Leggett@ccsu.edu) or 860-832-3796.**



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### Office Use Only

Interview Date: \_\_\_\_\_

Comments: