

## Co-op/Internship Intake Form

Please attach a resume to this form and return to Suzanne Thayer, [sthayer@clark.edu](mailto:sthayer@clark.edu)  
 Co-op Education Office: Clark College, T-Bldg, Room 170 – Suzanne Thayer, Internship & Job Developer (360) 992-2964  
 For appointments and general information, call (360) 992-2902

### Student Information

Full Name:						Date:	1/10/2008	
Last			First			M.I.		
Address:								
Street Address				Apartment/Unit #				
				WA				
City				State		ZIP Code		
Phone: ( )				E-mail Address:				
Cell/Message Phone: ( )		Student ID #: 940		Qtr & Year you want to work:		Select Qtr		Select YR
Program of Study:			Degree/Cert.			Year:		
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you currently employed?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, where?				
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Conviction will not necessarily disqualify an applicant from employment. The nature of the offense and evidence of rehabilitation will be considered.</i>				
If yes, explain:								

### Co-Op Employment Information

Co-op/Internship Instructor:		Faculty Advisor:	
Relevant Skills:			
If you already have an internship or job that may count for your Co-op, please provide name of the organization, job title and basic duties:			

### Preferences

<b>What days and times are you available to work?</b>						
<input type="checkbox"/> Mon.	<input type="checkbox"/> Tue.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun
How far are you willing to travel to and from work?		<input type="checkbox"/> Under 10 miles	<input type="checkbox"/> 10+ miles	<input type="checkbox"/> Need to be on bus line		
Many co-ops and internships are non-paid. Are you willing to take an unpaid work experience? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Additional information we need to know about you (i.e. any physical limitations we should be aware of?)						