



13125 Shaker Square, Suite 101
Cleveland, OH 44120
(216) 307- ME2U (6328)

Please complete **ALL** sections and mark **N/A** in those areas that do not apply.

I. Applicant Information

Full Name: (First, Middle, Last Name)							
Street Address:			City:			Zip:	
E-mail Address:							
Telephone #:	Mobile	(<u> </u>)	Home	(<u> </u>)	Work	(<u> </u>)	
Emergency Contact							
Full Name							
Address							
Telephone #		(<u> </u>) _____					

Are you legally eligible to work in the U.S.?

If you are not a U.S. Citizen are there any restrictions on your eligibility for employment?

If NO, please explain:

Have you ever been charged or convicted of a Felony?

If yes, please explain



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Intern/ Volunteer Affiliation

Internship – School Affiliation

School Name:	
Complete Address:	
Department:	
Program: (undergraduate or graduate)	
Major:	
Minor:	
Internship	
Name of Internship/Field Coordinator	
Coordinator Telephone #	
Name of Course Instructor for Internship	
Course Instructor Telephone #	

Volunteer – Business/Volunteer Organization Affiliation

Business/Volunteer Org Name:	
Complete Address:	
Department:	
Company Community Relations Coordinator	
Name of Community Relations Coordinator	
Coordinator Telephone #	
Course Instructor Telephone #	

ALL Interns, those enrolled in an academic institution are part of the agency’s Becoming Me Internship Training and Coaching Program.

There are 8 internship opportunities:

1. Becoming Me Internship Training & Coaching Program (Intensive training & certification required. Student is responsible for the cost of certification.) *
2. Mentor*
3. Life Coach Youth & Adult*
4. Computer Science Engineer
5. Social Media and Marketing Coordinator
6. Administrator of Program Operations
7. Program Evaluator
8. Fundraising

***Require BCI and/or FBI background check. FBI background check required if the applicant has not resided in Ohio for the past 3 consecutive years. The perspective intern/Volunteer is responsible for the cost**



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Interns

Becoming Me Internship Training & Coaching Program

Social Science Concentrations (Social Work)

- Undergraduate Students (students currently pursuing a bachelor's degree)
- First Year Graduate Students (students in their first year of study of a 2-year master's degree program in a social service or humanities discipline)
- Second Year Graduate Students (students in their final year of study of 2-year master's degree program, in a social service or humanities discipline, with a set graduation date occurring following the completion of the internship.)

Select Areas of Interest

Area of Concentration: Macro Direct Practice N/A

School-Based: Traditional Hours (Monday-Friday 8:00am – 3:30pm)

Community-Based: Nontraditional Hours.
(Monday - Friday evenings*, Saturdays & Sundays)

*** Evenings are reserved for graduate students working with adults.**

Population:

Pre-K – Second Grade Youth (Undergrads)

Elementary School Youth (Undergrads)

Middle/Jr. High School Youth (Undergrads & Grads)

High School Youth (First-year graduate students)

Adults (Second-Year graduate students ONLY)



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Other Academic Discipline Opportunities

Business, Nonprofit Management, Computer Science, Arts: Photography, Videography, Education

Select Your Area of Interest: _____N/A

- | | |
|--------------------------------------|--------------------------------------|
| 1. _____ Mentoring | 6. _____ Facilitator – Photography* |
| 2. _____ Computer Science Engineers. | 7. _____ Facilitator – Videography * |
| 3. _____ Social Media & Marketing | 8. _____ Fundraising |
| 4. _____ Administrative Assistance | 9. _____ Life Coach - Adults |
| 5. _____ Program Evaluation | 10. _____ Youth Programs - develop |

ALL INTERNS

Internship Requirements

Please note any specific academic program related requirements



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VOLUNTEERS

(You are a volunteer, if you are not enrolled in an academic program, that requires an internship)

Please check any area of interest

Select Your Area of Interest:

- | | |
|-------------------------------------|--------------------------------------|
| 1. _____ Mentoring | 7. _____ Facilitator – Photography* |
| 2. _____ Computer Science Engineers | 8. _____ Facilitator – Videography * |
| 3. _____ Social Media & Marketing | 9. _____ Fundraising |
| 4. _____ Administrative Assistance | 10. _____ Life Coach – Adults* |
| 5. _____ Program Evaluation | 11. _____ Youth Programs – develop |
| 6. _____ Facilitator Coding* | 12. _____ Board Sub-Committee |

_____ Other. Please explain.

Required * Required * Required * Required * Required * Required * Required

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Employment History

(Most recent experiences, last 3-5 years)

(Includes: Paid, volunteer, and/or internship experiences)

Employer:	
Complete Address:	
Supervisor Name:	
Supervisor Title:	
Supervisor Telephone #	
May we contact	
Dates of Employment	Start ____/____/____ To ____/____/____
Description of Duties	



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Employer:	
Complete Address:	
Supervisor Name:	
Supervisor Title:	
Supervisor Telephone #	
May we contact	
Dates of Employment	Start ____/____/____ To ____/____/____
Description of Duties	



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Employer:	
Complete Address:	
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Supervisor Telephone #	
May we contact	
Dates of Employment	Start ____/____/____ To ____/____/____
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References

**Please provide 2 professional and 2 personal references.
 No family members.**

PROFESSIONAL REFERENCES

Name		
Organization		
Relationship		
Telephone #	Work (____)	Mobile (____)
E-Mail Address		
Known for	_____ Years	_____ Months

Name		
Organization		
Relationship		
Telephone #	Work (____)	Mobile (____)
E-Mail Address		
Known for	_____ Years	_____ Months

PERSONAL REFERENCES

Name		
Organization		
Relationship		
Telephone #	Home (____)	Mobile (____)
E-Mail Address		
Known for	_____ Years	_____ Months

Name		
Organization		
Relationship		
Telephone #	Home (____)	Mobile (____)
E-Mail Address		
Known for	_____ Years	_____ Months



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Additional Information you would like to share:

Publications, research interests, community/ volunteer activities, professional memberships, honors/ awards.

Activities relevant to the internship/volunteer opportunity for which you are applying:



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Availability:

Weekday Availability			
Start Date		End Date	
Day	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly		

Weekend Availability			
Start Date		End Date	
Day	From	To	
Saturday			
Sunday			
Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly		



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CRITICAL INSTRUCTIONS & INFORMATION

When submitting application, please submit:

1. Résumé
2. Copy of your:
 - a. Driver's License
 - b. Proof of Insurance
 - c. Social Security Card
3. BCI & FBI Criminal Background check (You will receive an invitation from Verified Volunteers)

Obtaining the Criminal Background Check:

- Obtaining a BCI & FBI Criminal Background Check is a requirement the State of Ohio.
- It is the sole responsibility of the perspective intern/volunteer, to complete this process following the interview, including the cost required to complete the required background check.
- Following the interview, you will receive an invitation from Sterling Volunteers to complete the background check. Results are sent electronically to From Me 2 U, Inc., once received, you will be contacted about the results and provided with a copy of the results.

Initial and sign the appropriate areas

_____ I acknowledge this requirement and my responsibility in completing this requirement. I understand that my internship cannot and will not be confirmed until results of the Criminal Background checks have been received.

Signature

Date

All staff, interns, and volunteers must be state certified in Prevention to provide services. Effective 2020, everyone, must hold at minimum a Registered Applicant (RA) Certification, PC, or an LSW. After working, volunteering for six months you will be eligible to upgrade your certification to an Ohio Certified Prevention Consultant Assistant (OCPSA). It is recommended that you upgrade your certification. There is a \$10.00 fee for the RA. In the past the OCPSA has been \$50.00. Certification costs are the responsibility of the intern. **To obtain an RA, please see instructions under the Ohio Chemical Dependency Professionals Board:**

<https://ocdp.ohio.gov/PreventionCredentials>.

_____ I acknowledge this requirement and my responsibility in completing this requirement. I understand that my internship cannot and will not be confirmed until results of the Criminal Background checks have been received.

Signature

Date



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STATEMENT OF CONFIDENTIALITY

No information, system, or record made available or obtained under the activities of this project shall be used or made available for any purpose other than the activities specified within the assigned internship/volunteer tasks and/or responsibilities. The applicant and its agents agree to be bound by the same standards of confidentiality that apply to all employees, contractors, volunteers and interns of From Me 2 U, Inc. These terms of confidentiality shall be included in any subcontract or agreement executed by the applicant for work under this project.

Intern or Volunteer Signature Date

CERFICATION STATEMENT

I certify that all the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me for this internship opportunity or for my dismissal.

Intern or Volunteer Signature Date

Last 4 Digits SSN#: _____

State/Federal Issued ID #: _____