



**The
Priority
Center**
Ending the Cycle of
Generational Trauma

Internship & Core Volunteer Application

Please select:

Application for Internship (School Hours) Application for Core Volunteer (3+ months/200 hours)

Last Name		First Name		Date
Primary Phone #		Email		
Street Address		City	State	Zip Code

Please answer the questions below	Yes	No
Are you at least age 18?		
Are you at least 21 years old?		
Have you ever interned, volunteered, or worked for TPC or CAST before?		
Are you willing to get a Live Scan, TB test and DMV record (\$40-75 total)?		
Do you have access to reliable transportation?		
Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation? (Note: TPC complies with the ADA and FEHA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential job functions. Hire may be subject to passing a medical examination and to passing skill and agility tests).		

Please mark each opportunity you would like to be considered for:

Program Internships:

- School Readiness
- Outreach & Engagement

Development roles:

- Marketing/Communications
- Grants
- Special Events

Administrative support roles:

- Accounting
- Human Resources
- Program Admin (Basic Needs)

Availability:		
Day of the Week	Hours Available	Additional Comments
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Academic School or College: _____ City/State _____

Major: _____ Minor: _____

Year in School: _____ Expected Graduation Date: _____

What is the reason you are interested in becoming an intern or core volunteer? _____

Previous intern/volunteer experience: _____

Skills, talents and/or interests relevant to internship or volunteer activities: _____

Languages spoken: _____

Professional References

(Please List 3 Professional References not related to you who have recent knowledge of your skills, qualifications, and abilities).

Name	Contact Relationship	Contact Phone Number & Email Address

Valid California Driver's License number, including expiration date: _____

Has your license ever been suspended or revoked? Yes No

If yes, please explain: _____

Were you referred to our agency and this position by an employee of TPC or CAST? Yes No

If so, the person that referred me was _____

I hereby authorize TPC to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records. I release and hold harmless TPC and its employees, as well as previous employers, and persons associated with them, from any and all claims relating to such investigation.

Please Initial _____

Applicant Statement	
Initials _____	I certify that all of the information furnished on this application and during the application process is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or omission of fact may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered. I understand that I am required to abide by all rules and regulations of the employer.
Initials _____	I hereby authorize TPC to conduct any necessary investigation regarding my background as it related to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.
Initials _____	This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire whether applications are being accepted at that time and must submit a new application.
Initials _____	I understand that TPC may share the information contained in this application with other TPC employees for employment and administrative purposes and hereby consent to such transfer.
Initials _____	I hereby understand and acknowledge that, nothing contained in this application, or conveyed, whether written or oral, during any interview which may be granted me, or during my employment if hired, is intended to create an employment contract between me and TPC. I further understand that if I am employed, my employment with TPC can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or the option of TPC. I understand that only the Executive Director of TPC, and no manager, supervisor, or representative of TPC, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship described herein, and with respect to the Executive Director, any such agreement must be in writing.
Initials _____	I understand that, in the event that I am offered employment, such an offer would be conditioned on the provision of satisfactory proof of identity and authorization to work in the United States under federal law.

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between TPC and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between TPC and me on such issues.

Signature of Applicant

Date

The Priority Center ("TPC") is an equal employment opportunity employer, and does not discriminate against applicants or employees based on race, color, religion, religious creed (including religious dress and grooming practices), sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin (including language use restrictions), ancestry, mental and physical disability (including HIV and AIDS), medical condition (including cancer, genetic characteristics, and genetic information), age (40 and over), pregnancy (including childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), military and veteran status, or any other characteristic protected by federal, state, or local laws. TPC also prohibits harassment of applicants or employees based on any of these protected categories.