



## Internship Application Coversheet

**Applicant Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Academic Major:** \_\_\_\_\_

**Dates of Internship:** \_\_\_\_/\_\_\_\_/\_\_\_\_ ~ \_\_\_\_/\_\_\_\_/\_\_\_\_

### Required Materials:

- Application form (9 pages including coversheet)
- Resume (Please attach)
- Internship Proposal (No more than 1 page)

### Internship Proposal Should Include:

- Educational/institutional goals and requirements related to your internship at The Center
- Area of specific focus: please add details
- (if your internship is more open-ended and flexible, please express that, and list any specific interests.)
- Brief description of paperwork and/or evaluation that will be required from The Center
- Please note that Internships at The Center do not allow a research component

Please submit all completed applications via email, postal mail, or in person to:

Jennifer VanWagoner

Manager of Grants & Community Engagement

201 Bleecker St.

Utica, NY 13501

TEL (315 738-1083 X 143

jenniferv@thecenterutica.org



## Internship Application

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The following information will be regarded as strictly confidential

*In order to prevent delay in processing your file, be sure to complete all of the information requested*

### Applicant Information

Name	
Home Address	<p>_____</p> <p>(Street) (Apt. #) (City) (State) (Zip)</p> <p>How long have you lived at this address?</p>
Phone	<p>Home:    -        -               Work:    -        -               Cell:    -        -</p>
Other	<p>E-mail Address: _____</p> <p>Do You Speak Any Other Languages Than English? Please List Any:</p> <p>_____</p> <p>Date of Birth: ____/____/____</p> <p>Social Security Number (optional): ____ - ____ - ____</p> <p>Emergency Contact Person: _____</p> <p>Phone: _____ - _____ - _____</p>



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## Educational Institution Information

College or University name	_____
Address	_____
	(Street) (Apt. #) (City) (State) (Zip)
Supervisor	Name: _____ Phone: - -
Other	Field/Department: _____ Major/ Specialization: _____ Degree you are Pursuing: _____ Expected Date of Graduation: ____/____/____

Dates of Internship \_\_\_\_\_ Hours/Week \_\_\_\_\_ (# hours/week for internship)

### Availability/Schedule:

Daily Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM (list times)							
PM (list times)							

Have you ever been convicted of a crime: \_\_\_\_Yes \_\_\_\_No

(Note: a conviction does not necessarily bar you from acceptance to this program)

If yes, please explain:



## References

Please list two references in addition to supervisor listed above (e.g., professors, mentors, etc. Do not list relatives)

1. Name:	Relationship:
Address:	Phone:
2. Name:	Relationship:
Address:	Phone:

**I understand that by submitting this application, I authorize a criminal record and a child abuse state central registry check to be made concerning my eligibility as an intern. In addition, the information in this application and otherwise obtained will be used only for the purpose of determining my eligibility as an intern. All information will be held in confidence. Criteria used in the selection of staff will be such as to ensure that the individual is able to meet the responsibilities of The Center Intern Program. No individual will be rejected on the basis of race, color, religious creed, national origin, sex, age, or marital status.**

**I hereby attest that all information given in this application is true to the best of my knowledge.**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant's signature: \_\_\_\_\_



## Agency-Intern Agreement

This agreement will serve to clarify the involvement of the intern in the refugee program. We hope that you have a wonderful experience working with us. Please let us know if anything changes from this agreement.

**Name of intern** \_\_\_\_\_

### I agree to:

1. Perform my duties as specified in the job description to the best of my ability
2. Respect the culture and the integrity of the refugees with whom I will work
3. Adhere to the ethics of confidentiality to protect the refugee clients and to adhere to agency policies and procedures as outlined in the information given to me.
4. Meet time commitments or to make alternative arrangements as needed.
5. Fulfill the following time commitment: \_\_\_\_\_

### Agency

#### We agree to:

1. Provide accurate and timely information for this position.
2. Ensure proper supervision for the intern and to answer any questions he/she might have in the course of volunteering.
3. Be receptive to any comments or suggestions from the intern about ways to improve service to refugees.
4. Treat the intern as an equal partner in accomplishing the task of refugee resettlement.

\_\_\_\_\_  
**Intern's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**The Center's Signature**

\_\_\_\_\_  
**Date**

This agreement can be cancelled at any time at the discretion of either party but will automatically terminate on \_\_\_\_\_(date) unless other notice is given.



## Confidentiality Policy

Refugees are people who have endured the loss of their homeland, way of life and dignity. They may have suffered great tragedies with their families and may be victims of persecution and torture. They may have come to this country to rebuild their lives in keeping with their culture and individual nature. They have the right to recover their privacy and to determine when and how their stories might be shared with others.

Volunteers who work with the refugee program agree to:

1. Respect the privacy of the refugees with whom you are matched. They may not want the stories they share with you to be shared with others. Ask them what you may tell others and what they consider private information.
2. Safeguard the confidentiality of the refugees by not making their names, stories, and personal circumstances public in any fashion without their consent. This includes the use of photographs and information in news stories for church bulletins, corporate newsletters and local newspapers. Many refugees are happy to share their story in the media. Be sure to ask them first.
3. Hold in strict confidence any information of a sensitive nature shared by the case manager.

I have read these policies and understand the refugees' right to privacy and confidentiality. I will fully abide by these policies.

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Center's Signature

\_\_\_\_\_  
Date



## **Inter-Agency Standing Committee (IASC) Task Force on Protection From Sexual Exploitation and Abuse in Humanitarian Crisis**

*All LIRS affiliates should have a code of conduct consistent with the IASC's six core principles as stated below:*

### **Core Principles of a Code of Conduct**

Humanitarian agencies have a duty of care to beneficiaries and a responsibility to ensure that beneficiaries are treated with dignity and respect and that certain minimum standards of behavior are observed. In order to prevent sexual exploitation and abuse, the following core principles must be incorporated into agency codes of conduct:

- Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- Exchange of money, employment, good, or services for sex, including sexual favors or other forms of humiliation, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics.
- Where a humanitarian worker develops concern or suspicion regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
- Humanitarian workers agencies are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Applicant's Signature\_\_\_\_\_

Date\_\_\_/\_\_\_/\_\_\_



## **The Center for Refugees Prohibition of Activities While working as a Volunteer or Intern at The Center Contract**

I, \_\_\_\_\_ agree to reviewing of the following activities that are prohibited under my volunteer or internship position with The Center. The following activities are prohibited:

- Unauthorized research using The Center clients or data without the formal Research Proposal and consent and approval by the Volunteer/Intern Coordinator as well as the Executive Director.
- Religious Proselytization- including on site at The Center and in any situation, in which you are acting as a The Center Volunteer, Intern or agency representative or were placed in the opportunity by The Center, including but not limited to; teaching English as a Second Language or other tutoring sessions utilizing religious text or religious content as the teaching topic.
- The possession or viewing of illegal or pornographic materials on agency computers or within agency's facility.
- Unauthorized public presentations or request for public support, or in-kind or monetary donation solicitation in which the signee claims to be a representative of The Center or speaking on behalf of clients' experiences or needs without the previous consent of a staff member of The Center.
- Media interviews on any topic based around The Center, its programs or its clients, either off site or at The Center without the previous consent of a staff member of The Center.
- Assistance with the completion of Immigration or Naturalization/Citizenship related paperwork or advice other than test preparation; Please see "Immigration and Citizenship" in your Volunteer and Intern handbook for more details.
- Using "The Center" name in the client advocacy or mentorship, or activism with or without other human services agencies or organizations, or political movements without previous authorization and continual updates with the Volunteer and Intern Coordinator regarding the client's case.





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- Transportation of clients, in agency vehicles or personal vehicles without proper licensure, proof of insurance or while under the influence of alcohol or drugs.
- Transportation of any children of child restraint age, without proper installation and use of the appropriate child restraint/car seat.
- Any breach of the "Inter-Agency Committee Task Force on Protection for Sexual Exploitation and Abuse in Humanitarian Crisis" signed by the volunteer or intern (Found in Application).
- Any breach of The Center Confidentiality Policy signed by the Volunteer or Intern (Found in Application).

I understand that failure to comply with this agreement and all of its prohibitions, will result in the removal from the volunteer/intern's work with and at The Center, removal from The Center buildings as well as possible legal action and mandated reporting. Any other activities deemed by The Center discretion as unethical or prohibited, not mentioned here, may result in similar actions.

**Volunteer/Intern's Signature**\_\_\_\_\_

**The Center's Signature**\_\_\_\_\_

**Date**\_\_\_\_\_