

# WESTERN RESERVE HISTORICAL SOCIETY

Internship Program  
10825 East Boulevard  
Cleveland, Ohio 44106  
www.wrhs.org

## Western Reserve Historical Society Volunteer and Educational Internship Program Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Current address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Home phone ( ) \_\_\_\_\_ Other phone ( ) \_\_\_\_\_ Is this a cell?

Permanent address \_\_\_\_\_

Emergency Contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_

***Note: Participants will be photographed for educational, archival, public relations and security purposes for the Western Reserve Historical Society and the Volunteer and Educational Internship Program.***

I acknowledge that I will be photographed by the Western Reserve Historical Society and through my signature below consent to this action.

**Signature** \_\_\_\_\_

### Education

Current Status of Applicant:  Undergraduate  Graduate

Name of Current College or University: \_\_\_\_\_

Academic Status: Year \_\_\_\_\_ Major/s \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

List additional colleges or universities attended, degrees, and major fields of study

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

### Availability

Fall  Winter/Spring  Summer  Other \_\_\_\_\_ Date term begins: \_\_\_\_\_

Internship Hours:  Full Time (40 hrs/wk)  Half Time (20 hrs/wk)  Part Time (8-10 hrs/wk)

Preferred days of week: \_\_\_\_\_

## Skills

### General Skills

(check all that apply)

	Highly Skilled	Some Experience
Academic Research	<input type="checkbox"/>	<input type="checkbox"/>
Art History	<input type="checkbox"/>	<input type="checkbox"/>
Aviation	<input type="checkbox"/>	<input type="checkbox"/>
Car Maintenance/Restoration	<input type="checkbox"/>	<input type="checkbox"/>
Carpentry	<input type="checkbox"/>	<input type="checkbox"/>
Docent	<input type="checkbox"/>	<input type="checkbox"/>
Painting	<input type="checkbox"/>	<input type="checkbox"/>
Educational Program Research	<input type="checkbox"/>	<input type="checkbox"/>
First Person Interpretation	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>
Genealogy	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>
Public Relations	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking	<input type="checkbox"/>	<input type="checkbox"/>
Research	<input type="checkbox"/>	<input type="checkbox"/>
Secretarial	<input type="checkbox"/>	<input type="checkbox"/>
Security	<input type="checkbox"/>	<input type="checkbox"/>
Sewing/Weaving/Crafts	<input type="checkbox"/>	<input type="checkbox"/>
Special Events Management	<input type="checkbox"/>	<input type="checkbox"/>
Teaching	<input type="checkbox"/>	<input type="checkbox"/>
Working With Small Children	<input type="checkbox"/>	<input type="checkbox"/>
Writing/Editing	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

### Computer Skills

(check all that apply)

	Highly Skilled	Some Experience
Databases	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>
HTML	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify)		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

### Language Skills

Foreign Language (please specify)

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

## Site Preference

- Library, Cleveland  
  History Museum, Cleveland  
  Crawford Auto/Aviation Collection, Cleveland  
 Administrative Headquarters, Cleveland  
  Hale Farm and Village, Bath

## Previous Application/Volunteer or Employment at WRHS?

Yes    No  
 If yes, when? \_\_\_\_\_ Which department (library, education, etc.)? \_\_\_\_\_

Have you ever been convicted of a crime?    Yes    No  
 If yes, what were the details?

## Objectives/Goals

Please attach a copy of your resume and a cover letter describing your interests and objectives in obtaining a volunteer and educational internship with the Historical Society.