



# Anna Marie's Alliance

## Internship Application

Office Use:	
Received:	_____
Interview:	_____
Background check:	_____
References:	_____
Confidentiality	_____
Driver's License:	_____
Valid Insurance:	_____
Orientation:	_____
Program Training:	_____
DB/File:	_____
Start Date:	_____

**Deadlines:** Spring semester: November 15  
 Summer I & II terms: March 15  
 Fall semester: April 1  
 Professional internship: Rolling

**Only applications for full-time internships (150 or 20hrs/wk minimum-450 hrs or 30 hrs/wk preferred) will be considered.**

**Please include with your application:**

1. A copy of your current resume
2. A list of references (including at least one work reference; do not include relatives)
3. At least two goals or objectives for the internship

**Please print, complete, and mail the application and enclosures to:**

Volunteer Services, P.O. Box 367, St. Cloud, MN 56302  
 or fax to (320) 253-5563  
 or email to KimS@annamaries.org

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Full Name: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State MN Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

**INTERNSHIP POSITIONS**

Please place a ✓ next to the internship positions in which you are interested:

       **Women's Advocate Intern** (available to women)

Support Women's Advocacy staff in the following ways:

- Provide information, advocacy, and support to clients at Anna Marie's shelter and at St. Cloud Hospital.
- Respond to/direct/follow up with crisis telephone calls, arrest calls, and general phone calls.
- Provide transportation to women residing at Anna Marie's.
- Maintain written documentation, internal logging, and record keeping.
- Assist in preparing Orders for Protection and/or Harassment Restraining Orders.
- Assist support/education groups.
- Help women residing at Anna Marie's with daily needs.
- Maintain confidentiality of all Anna Marie's clients and staff.
- Support overall team environment.

       **Child/Youth Advocate Intern** (available to women and men)

Support Child/Youth Advocacy staff in the following ways:

- Provide support and advocacy for the needs of youth that have experienced violence at home.
- Respond to women and children in crisis and redirect children's behaviors in healthy ways.
- Provide child care/recreation for children while mothers attend support groups, doctor's appointments, legal appointments; prepare for and attend court hearings; apply for assistance; look for housing, work, or schooling; go to work or school; etc.
- Complete intake interviews and assessments with mothers and children.
- Assist with support groups for children and parent education groups for mothers.
- Maintain confidentiality of all Anna Marie's clients and staff.
- Support overall team environment.

**Criminal Justice Intervention Advocate Intern (available to women)**

Support Criminal Justice Intervention Advocacy staff in the following ways:

- Track court cases regarding arrests, assault charges, and protective order violations.
- Talk with women about the court process and help them prepare for various stages in the process.
- Accompany women to court hearings regarding assault charges or protective orders.
- Follow up with law enforcement, prosecution, etc. on behalf of assault victims.
- Maintain files on assault victims in conjunction with cases.
- Monitor and report court responses to victims of domestic abuse and perpetrators.
- Assist with weekly Safety-Planning Sessions with women from the community who are considering dropping no-contact orders already in place.
- Maintain confidentiality of all Anna Marie's clients and staff.
- Support overall team environment.

**INTERNSHIP REQUIREMENTS**

Is this internship a requirement for coursework? Yes \_\_\_\_ No \_\_\_\_

If yes, name of school/institution: \_\_\_\_\_

Name of program: \_\_\_\_\_

Year/level in program: \_\_\_\_\_ GPA: \_\_\_\_\_

Instructor/Supervisor/Advisor's name and title: \_\_\_\_\_

Instructor's address: \_\_\_\_\_

Instructor's phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Semester for which you are applying: \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Anticipated end date: \_\_\_\_\_

How many hours are required? \_\_\_\_\_ Required completion date: \_\_\_\_\_

Are you interested in giving more hours than you are required to give? Yes \_\_\_\_ No \_\_\_\_

If yes, how many? \_\_\_\_\_

**Please note that all internships at Anna Marie's require 150 hour a 20 hour per week minimum commitment.**

Is any evaluation of your work required? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain and give date(s) required: \_\_\_\_\_

\_\_\_\_\_

## BACKGROUND, EXPERIENCE, KNOWLEDGE, SKILLS, AND INTERESTS

### Educational background, including degrees earned:

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### Please place a ✓ next to the knowledge and skill areas below that apply.

Have you professionally worked with people experiencing:

\_\_\_\_\_ domestic abuse    \_\_\_\_\_ homelessness    \_\_\_\_\_ mental illness    \_\_\_\_\_ chemical dependency

If yes, please describe the service: \_\_\_\_\_

### Language Skills

1. Do you speak and read English?    Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do you speak or read any languages other than English?    Yes \_\_\_\_\_ No \_\_\_\_\_

If so, specify language(s) and fluency: \_\_\_\_\_

Would you be willing to translate?    Yes \_\_\_\_\_ No \_\_\_\_\_

### Other Skills/Experience

Other skills/experience that you think might be helpful to Anna Marie's Alliance:

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### Driving Record/Information

1. Do you have a valid driver's license?    Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do you have valid car insurance?    Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you had any traffic violations in the last three years?    Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

## GENERAL INFORMATION QUESTIONNAIRE

1. Please list any training or experience you have had in Human Services and/or Crisis/Support Services.

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2. Without compromising your privacy, briefly explain your interest in interning at Anna Marie's Alliance.

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3. Briefly describe the problem of domestic abuse as you understand it (i.e. why abuse exists, clues or red flags that someone may be abusive or in an abusive relationship).

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4. Briefly describe issues that may arise for children witnessing or experiencing domestic abuse.

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5. What do you think will be the most difficult aspect of this work?

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6. Please list specific days and times you are available for your internship.

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*I authorize Anna Marie's Alliance to contact the enclosed references. I certify that all information contained in this application is true and verifiable to the best of my knowledge. I also understand that all information contained within this application packet will remain confidential.*

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Signature

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Date

*Thank you for your interest!*

**Manager of Volunteer Services**  
**Anna Marie's Alliance/P.O. Box 367/St. Cloud, MN 56302**  
**Phone: 320.251-7203 ext. 210 Fax: 320.253.5563**

updated: 5/5/17