

**True Life Destinations, LLC**  
**INTERSHIP/PRACTICUM APPLICATION**

Programs, services, and employment are equally available to everyone. Please inform us if you require reasonable accommodations for the application or interview.

Position Applied for \_\_\_\_\_ Date \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Are you employed now? (circle one) YES or NO  
If so, may we inquire of your present employer? \_\_\_\_\_

Are you under an employment contract with any other agency? (circle one) YES or NO

**APPLICANT DATA:**

Full Name:

\_\_\_\_\_  
(Last) (First) (Middle)

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

(Street) (Apt)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell/Other: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Salary Requirements: \_\_\_\_\_ n/a

Are you a citizen of the United States? (circle one) YES or NO

If not, are you legally allowed to work in the United States? (circle one) YES or NO

Military Experience (circle one): YES or NO

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Date of Services: \_\_\_\_\_ to \_\_\_\_\_

**Type of Employment Desired:**  Volunteer\*  Practicum/Internship\*

\*If applying for a **Volunteer, Practicum or Internship**, please answer the following:

Length of Time to Complete: \_\_\_\_\_ to \_\_\_\_\_

Total Hours Needed: \_\_\_\_\_ Total Hours Available Weekly: \_\_\_\_\_

Days/Time Available Weekly:

Monday: \_\_\_\_\_ to \_\_\_\_\_

Tuesday: \_\_\_\_\_ to \_\_\_\_\_

Wednesday: \_\_\_\_\_ to \_\_\_\_\_

Thursday: \_\_\_\_\_ to \_\_\_\_\_

Friday: \_\_\_\_\_ to \_\_\_\_\_

Have you ever pled “guilty”, “no contest”, or been convicted of a crime? Yes  No

Have you ever been or are you the subject of a complaint of child abuse or neglect? Yes  No

Have you ever been convicted of misdemeanor assault & battery? Yes  No

If you answered yes to the above questions, provide the dates, the type of charge (felony or misdemeanor), and further details:

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\*Answering YES to these questions does not constitute an automatic rejection for employment. The date of the offense, the seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

### EDUCATIONAL EXPERIENCES:

Education	Name & Location (City & State)	# of Years Attended	Did you Graduate?	Degree Type & Major (Masters/Bachelors/ Associate)
<b>University or College (Graduate)</b>				
<b>University or College (Undergraduate)</b>				
<b>Trade, Business, or other School</b>				
<b>High School</b>				

**GENERAL:**

Summarize your special skills, qualifications and extra-curricular activities:

Special Skills: \_\_\_\_\_

\_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Activities: (Community Service, Athletic, etc.) \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:**

(Begin with the most RECENT position & complete ALL fields)

**1. Dates of Employment:** From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time or Part Time (circle one)

Company/Firm/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

May we contact this employer as a reference? Yes  No

**2. Dates of Employment:** From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time or Part Time (circle one)

Company/Firm/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

May we contact this employer as a reference? Yes  No

3. Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time or Part Time (circle one)

Company/Firm/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Starting Salary and Title: \_\_\_\_\_

Ending Salary and Title: \_\_\_\_\_

May we contact this employer as a reference? Yes  No

**REFERENCES:**

Please list **2 PROFESSIONAL** references that can speak on your work performance in the **Human Services field** and **1 PERSONAL** reference that we may contact.

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (HM) \_\_\_\_\_

(WK) \_\_\_\_\_

Email address: \_\_\_\_\_

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (HM) \_\_\_\_\_

(WK) \_\_\_\_\_

Email address: \_\_\_\_\_

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (HM) \_\_\_\_\_

(WK) \_\_\_\_\_

Email address: \_\_\_\_\_

**FOR OFFICE USE ONLY :**

References checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

I certify that my answers are true and complete to the best of my knowledge. I authorize True Life Destinations, LLC to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) will result in discharge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **No Contract Disclosure Form**

I, \_\_\_\_\_ (Print Name) certify that I am not under an employment contract with another other counseling agency.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_