



Minimum age requirement is 18

### Application for Internship

Grace Smith House, Inc.

(845) 452-7155 x12

[www.gracesmithhouse.org](http://www.gracesmithhouse.org)

Date:

#### Personal Information

First Name:  Last Name:

Address:  City:  State:  Zip:

Home Phone:  Work Phone:  Cell Phone:

Email:

Date of Birth:  Age at start of Internship:

Have you ever worked or do you currently work for Grace Smith House?  Yes  No

Have you ever received services from Grace Smith House?  Yes  No

Do you have any special needs or restrictions we should be aware of?

Emergency Contact:  Emergency Phone:

#### Education and Experience

What is your educational/training background?

What is your prior work experience?

Have you had any previous experience as a volunteer? If so, with what organizations, and what kind of work did you do?

Does your current employer have (check all that apply):  Program for volunteering

Donation matching program  Grant preference to organizations where you volunteer

## Internship Requirements

College/University  Degree Program   
Expected Graduation  Current Overall GPA   
Expected Semester to start internship  Placement Year   
Total number of hours needed to complete field placement requirement  **Minimum 100**  
What days/times are you available?  Start date   
Faculty Contact  Contact Phone

## Your Interests at Grace Smith House

How did you learn about GSH?  Board Member  Website  College/University  
 GSH Employee  Current Volunteer  Other Please *specify*   
How long can you commit?  Semester  3-6 months  
 6 months or more  Other   
What days are you available?  Mondays  Tuesdays  Wednesdays  Thursdays  Fridays  
 Saturdays  Sundays Available hours M-F 9:00 AM- 8:00 PM, S/S 9:00 AM – 6:00PM  
What times are you available?  Mornings  Afternoons  Evenings  
What are the internship minimum requirements?  Directly with people served  Computers  
 Administrative/HR/Finance  Other \_\_\_\_\_

## Hobbies and Interests

List any skills or areas of interest you would like to incorporate:  
  
Other languages you speak   Basic  Conversational  Fluent  
**Please describe why you want to be a intern at Grace Smith House. Why, at this particular time in your life have you chosen to volunteer with us? What do you hope to gain from being a volunteer?**

## Criminal History

All volunteer positions require a Criminal History check. Conviction will not necessarily disqualify you from participating. Have you ever been convicted of a felony?  Yes  No  
If yes, explain.

## Driving History

Do you have a valid driver's license?  Yes  No Issuing State:   Yes  No  
If yes, explain.

<b>Program Placement Options:</b> Please reflect on the kinds of experience you want to get out of your association with Grace Smith House. <b>We will try to place you in the setting that best meets both your needs and the agency's.</b>
<input type="checkbox"/> <b>Administrative Support</b> (Corporate Office) - Help with mailings, special event preparation, copying, filing, answering phones, data entry, clerical tasks.
<input type="checkbox"/> <b>Care for Children</b> (Shelter programs) – Work with children in structured play activities while their moms are attending support group on the same premises; mentor children with their families. Weekday evenings.
<input type="checkbox"/> <b>Child Protective Services</b> – Offer support to the Domestic Violence Liaisons that work with clients that are engaged with CPS and also assist in developing CPS workers to further their understanding of family violence and how it relates to cases that are referred to CPS. <b>LIMITED AVAILABILITY</b>
<input type="checkbox"/> <b>Children's Group</b> (Non-Residential program) – Contribute to the healing of the youngest survivors through meaningful play, positive role modeling (non-violent behavior techniques), character building, engagement skills, and team building activities, to name a few. We are always open to creative input and to integrate new ideas and skills into this program. Consistency is important – even if it is a monthly visit.
<input type="checkbox"/> <b>Court Advocacy</b> – Provide support and advocacy for victims filing protective orders against an abuser or making an appearance at family court. Good for those with open schedules who can be available on an "on call" basis. Help with transportation to court possible. <b>LIMITED AVAILABILITY</b>
<input type="checkbox"/> <b>Human Resources</b> - Provide support to the human resources department as it relates to employees, project based work, data management, while creating a safe and inviting work environment for staff.
<input type="checkbox"/> <b>Non-Residential Services (Master's Level Students Only)</b> - Provide advocacy, emotional support (both individual and group) to victims and their families of domestic violence from the community or transitional living program. <b>LIMITED AVAILABILITY</b>
<input type="checkbox"/> <b>Outreach</b> – Community based outreach (primarily prevention based) focuses on sharing the work that we do with community members, adults, youth, in-school (middle school and high school), workplace, universities, community partners, and community based social groups to name a few. <b>LIMITED AVAILABILITY</b>
<input type="checkbox"/> <b>Shelter Support</b> – The optimum shelter worker will be able to offer a regular weekly schedule. Duties include answering the hotline, conducting intake and discharge interviews, preparing rooms for occupancy, helping with practical needs in the residence, and advocacy such as accompanying clients to Family Court or Social Services.
<input type="checkbox"/> <b>Special Projects</b> – Help us with special events such as Fundraisers, distribution of literature, staffing of informational booths, etc.
<input type="checkbox"/> <b>Translation</b> – Provide help with translation for non-English speaking or deaf and hard of hearing clients.
<i>Language(s) you can help with:</i>
<i>Level of fluency (speak, read, write):</i>
<input type="checkbox"/> <b>Other:</b> Are there other special skills or services that you'd like to offer Grace Smith House?
<i>Please specify:</i>

Human Resources  
 Phone: 845 452-7155 x12  
 Fax: 845 471-1702  
 P.O Box 5205, Poughkeepsie, NY 12601  
 Email: [sandra@gracesmithhouse.org](mailto:sandra@gracesmithhouse.org)

Grace Smith House, Inc.  
**Authorization for Background Check**

During the application process for volunteering with Grace Smith House, inc., I hereby authorize Grace Smith House, Inc. to procure a criminal background report, sexual offender report and motor vehicle report. These reports may be compiled with information from credit bureau, court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

\*\*\*\*\* PLEASE PRINT CLEARLY \*\*\*\*\*

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

Applicant Signature: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License ID #: \_\_\_\_\_

Issuing State: \_\_\_\_\_

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

Zip Code \_\_\_\_\_