



Internship Program Application

Section I: Applicant Information

Please type or print clearly.

Name: _____
First Middle Last Suffix

Birth date: _____ Gender: Male Female

Social Security no.: _____

MAILING INFORMATION: Please indicate where you would like your hard copy mail sent:

*NOTE: You are responsible for keeping us informed of your current address.

Mailing address: _____
Street City State ZIP

Physical address: _____
 Same as mailing Street City State ZIP

Phone no.: Home: (____) _____ Cell: (____) _____

Email address: _____

*NOTE: We shall provide you with program information, updates and reminders via email. Please make sure that you regularly maintain this email account.

Section II: Education Information

Current college/university attending:

Name: _____

Address: _____
Street City State ZIP

Classification: Sophomore Junior Senior Graduate International student

Degree: BA BS MA MS PhD Other: _____

Major: _____ Minor: _____

Cumulative GPA (on 4.0 scale): _____ Expected graduation date: _____
MM/YY

College credit: Yes No Required internship hours: _____

Section III: Skills and Abilities

List your computer programming, software application and, technical skills here. Also include laboratory techniques, research skills, etc.

Section IV: Accomplishments

Fill out this section completely. Please print clearly or type. Attach additional sheets if necessary.

1. In which field or agency(ies) are you interested in working and why?

2. How did you learn about the Chickasaw Nation Internship Program?

3. Have you participated in an internship before? If yes, for what organization(s) did you work?

4. List awards, honors, or scholarships you have received.

5. Describe your involvement with any previous or current community service, school-related, employment or extracurricular activities.

6. List any significant skills or accomplishments that may be relevant to your internship placement.

7. What are your professional aspirations?

8. Describe your ideal internship experience.

Section V: Essay

Attach your essay to this application. The essay should be a minimum of 500 words, typed and double spaced. Your essay should address the following:

- Your reasons for participating in the internship program.
- How this internship opportunity relates to your academic and short- and long-term career goals.
- What makes you a strong candidate for this program.
- What you hope to learn and gain as a result of this work experience.
- Describe your leadership skills and experience.

Eligibility Checklist:

Applicants shall meet all the following criteria:

- Have a cumulative GPA of 2.5 (on a 4.0) scale.
- Be a Chickasaw citizen.
- Be between the ages of 18-25.
- Cannot be dually enrolled in high school/college at the time of submitting the application.
- Be enrolled and pursuing a degree in a college or university on a full-time basis.
- Be enrolled as a sophomore, junior, senior or international student at the time application is submitted.

Application Checklist:

Applications shall include:

- Completed and signed application
- Essay
- Two letters of recommendation
- Most recent college transcript(s)
- Professional resume
- Driver's license copy
- Must be fully COVID-19 vaccinated (in-person internship)

Provisions:

Interns are provided with the following:

- Minimum of six weeks and maximum of 10-week internship opportunity
- Bi-weekly pay
- Round-trip airfare (or mileage) to and from internship site
- Housing accommodations
Please note that lodging is for the intern only. Family and friends cannot be accommodated.
- A copy of COVID-19 vaccination card (in-person internship)

Internship Conditions:

To complete program requirements, interns shall:

- Agree to and abide by the policies set forth by the *Chickasaw Nation Internship Program*;
- submit a weekly report of the activities completed;
- complete internship survey of the program upon its completion;
- provide all completed documentation including agreement forms, logs, reports, and all other items used in the evaluation process on or before established deadlines;
- participate as a volunteer for five hours at tribal events;
- be available to begin internship on the first Monday of June for summer interns; and
- attend internship orientation the last Thursday and Friday of May.

**** Students who attend a quarterly school system will begin the first Monday in July.**

**** Fall and spring interns will have a separate orientation and start date.**

Applicant signature

Date

All applications **must be in the department of culture and humanities on or before established deadlines:**

Spring semester - November 1

Summer semester - February 1

Fall semester - August 1

**For further information, contact:
The Chickasaw Nation Internship Program
Attn: Catie Hamilton
Phone: (580) 272-1286**

**Mail completed application and supporting materials to:
The Chickasaw Nation Internship Program
Attn: Catie Hamilton
Post Office Box 1548
Ada, OK 74821**