

# INTERNSHIP APPLICATION

All application forms and supporting materials must be submitted together in a single envelope via U.S. mail. Applications that are submitted piecemeal will not be accepted. Please prepare a separate application packet for each internship for which you would like to be considered. Please do not apply through SFMOMA's website or via fax. Application deadlines are specified in each internship listing.

Each application packet must include a completed and signed application form and all application requirements noted in the description of the internship for which you are applying. Please be sure to clearly designate the name of the internship on the outside of the envelope.

Please complete this form and return it with your other application materials to:

Intern Program Manager  
San Francisco Museum of Modern Art  
151 Third Street  
San Francisco, CA 94103

If you have any questions, please contact [volunteers@sfmoma.org](mailto:volunteers@sfmoma.org).

## CONTACT INFORMATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

PREFERRED PHONE \_\_\_\_\_

OCCUPATION \_\_\_\_\_

EMPLOYER/SCHOOL \_\_\_\_\_

ARE YOU CURRENTLY A STUDENT?  YES  NO

IF YES, WHERE? \_\_\_\_\_

ARE YOU CURRENTLY AN SFMOMA MEMBER?  YES  NO

## EMERGENCY CONTACT

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE \_\_\_\_\_

HOW DID YOU LEARN ABOUT SFMOMA'S INTERNSHIP PROGRAM? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

SCHOOL \_\_\_\_\_

MAJOR/DEGREE \_\_\_\_\_

SCHOOL \_\_\_\_\_

MAJOR/DEGREE \_\_\_\_\_

ARE YOU CURRENTLY A STUDENT?  YES  NO

IF YES, WHERE? \_\_\_\_\_

**SKILLS**

Typing       Filing       Mailing       Telephone       Research       Writing/editing       Public Speaking

LANGUAGES (PLEASE LIST) \_\_\_\_\_

PLEASE DESCRIBE INTERNET AND COMPUTER SKILLS (SPECIFY HARDWARE AND SOFTWARE) \_\_\_\_\_

OTHER \_\_\_\_\_

**AREAS OF INTEREST**

Please Refer to the list of available internship opportunities that is posted at SFMOMA's website ([www.sfmoma.org](http://www.sfmoma.org)). You may apply for no more than two internships.

FIRST CHOICE \_\_\_\_\_

SECOND CHOICE \_\_\_\_\_

**AVAILABILITY**

WHEN WOULD YOU LIKE TO BEGIN AND END YOUR INTERNSHIP? \_\_\_\_\_

Please refer to the internship descriptions for additional application requirements. All application packets must be postmarked on or before the indicated date in the job posting. Note: the hiring process can take several months.

Please sign and date below.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

