



Internship Application

Please complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, write N/A.

Applicant Information			
Last Name	First Name	Date	
Street Address			Apt/Unit
City	State	Zip	
Phone	Cell Phone		
Email address:			
May we use email to contact you?			<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you hear about our internship program?			

Availability					
Check-mark appropriate days/times	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (approx. 7-11)					
Afternoon (approx. 12-3)					
Evening (approx. 4-7)					

**San Diego Housing Commission operates under a 9/80 compressed work schedule and is closed every other Friday.*

Areas of Interest
<p>Please indicate which area interest you:</p> <p><input type="checkbox"/> Community Relations & Communications (multimedia design)</p> <p><input type="checkbox"/> Finance (budget, financial reporting, fund accounting, payroll, accounts receivable/payable)</p> <p><input type="checkbox"/> Housing Innovations (homeless solutions)</p> <p><input type="checkbox"/> Human Resources(recruitment, employee relations, training, benefits, safety, wellness)</p> <p><input type="checkbox"/> Information Technology (network administration, software applications, helpdesk)</p> <p><input type="checkbox"/> Procurement & Contracts (bids & proposals, purchasing, labor & contract management)</p> <p><input type="checkbox"/> Real Estate (loan services)</p> <p><input type="checkbox"/> Real Estate (portfolio management)</p> <p><input type="checkbox"/> Real Estate (rental finance)</p> <p><input type="checkbox"/> Real Estate (construction services)</p> <p><input type="checkbox"/> Rental Assistance (moving to work)</p> <p><input type="checkbox"/> Rental Assistance (family self-sufficiency)</p> <p><input type="checkbox"/> Special Programs (compliance monitoring, grant writing, reinvestment task force)</p> <p><input type="checkbox"/> No Preference</p>

Experience/Education and Skills	
Current employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed	
Current or most recent position held:	Job Title:
Employer:	Duration:
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Name:	Phone/ Email:
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	University attending:
Class Level: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Declared major and/or concentration:
Expected graduation date:	Cumulative GPA:
Computer Skills/Software Used:	
<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Excel <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Publisher <input type="checkbox"/> SharePoint <input type="checkbox"/> Adobe Acrobat <input type="checkbox"/> HRIS <input type="checkbox"/> Housing Management Software <input type="checkbox"/> ERP <input type="checkbox"/> SQL <input type="checkbox"/> Visual Basic	
Other software:	

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Personal Information

Why are you interested in an internship with the Housing Commission?

What specific skills and experience would you like to gain through this internship?

Describe your 5-year post college career goals:

Additional Information

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Professional References

Name:	Relationship and contact information: (e-mail and/or phone number)

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:	Date:
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