Internship Application Form

In order to be considered for the HOK Internship Program, you must submit a completed application form along with a current resume, cover letter and two recommendation letters from non-relative references.

Answering the form:
- Type your information or print, write down legibly and scan
- Pen only, no pencils

Fill out all sections correctly:
- Make sure you place the information in the right place
- We ask you attach a document in order to answer the essay-form questions

Should you have any questions or concerns, please direct these to HOK Community Coordinator via email or phone:

Email: volunteer@huihawaii.org
Phone: (808) 381 – 7202
### INTERNSHIP APPLICATION FORM

#### APPLICANT INFORMATION

1. **FULL NAME:**
2. **DATE OF BIRTH:**

3. **ADDRESS** (during internship):
   - Street:
   - City:
   - State:
   - Zip Code:

4. **PHONE**: (   )
5. **EMAIL ADDRESS**:

6. **DATES AVAILABLE**:
   - /   / to   /
7. **Semester**:
   - ☐ Fall  ☐ Spring  ☐ Summer

#### HIGHEST LEVEL OF EDUCATION:
- ☐ High School
- ☐ Associate’s Degree
- ☐ Bachelor’s Degree
- ☐ Master’s Degree
- ☐ Other:__________

#### INTERNSHIP (S) APPLIED TO:
- ☐ Field-Crew
- ☐ In-office
- ☐ Combination of both

#### ARE YOU PLANNING ON BEING EMPLOYED DURING THE INTERNSHIP? 
- ☐ Yes  ☐ No

#### ARE YOU AUTHORIZED TO WORK IN THE U.S.? 
- ☐ Yes  ☐ No

#### DAYS YOU ARE AVAILABLE:
- ☐ MONDAY  ☐ TUESDAY  ☐ WEDNESDAY  ☐ THURSDAY  ☐ FRIDAY  ☐ SATURDAY

#### TIMES YOU ARE AVAILABLE:
- ☐ Morning:__________
- ☐ Afternoon__________
- ☐ Evening__________

#### WILL YOU HAVE ANY TRANSPORTATION?:
- ☐ Yes  ☐ No  ☐ Not sure yet

#### HAVE YOU VOLUNTEERED WITH HOK BEFORE? 
- ☐ Yes  ☐ No

#### HAVE YOU VOLUNTEERED WITH ANY ORG. DOING SIMILAR WORK BEFORE? 
- ☐ Yes  ☐ No

#### INDICATE ANY PAST EXPERIENCE/CERTIFICATIONS ACQUIRED ON THE FOLLOWING SUBJECTS:

<table>
<thead>
<tr>
<th>Field Work</th>
<th>Office Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Landscaping/Reforestation  ☐ Hawaiian Botany</td>
<td>☐ Microsoft Office  ☐ Publisher  ☐ ArcGIS</td>
</tr>
<tr>
<td>☐ Hiking  ☐ Herbicide use  ☐ Other:__________</td>
<td>☐ AutoCAD  ☐ Other:__________</td>
</tr>
</tbody>
</table>

#### WHY ARE YOU APPLYING FOR THIS INTERNSHIP:
- ☐ To be involved with environmental issues
- ☐ To gain experience
- ☐ To explore future jobs/interests
- ☐ To network/gain contacts
- ☐ To perform a community service
- ☐ To help the environment
- ☐ To learn about or learn in a different environment
- ☐ Other:_________________________________________
PLEASE, ANSWER THE FOLLOWING QUESTIONS IN ESSAY-FORM *not to exceed 3 pages*

(i) What HOK projects or tasks interest you the most?
(ii) How knowledgeable are you with native Hawaiian customs, ecosystems and botany?
(iii) What are some special skills and abilities you could bring to our organization and what would you hope to gain? And how do you think your skills and interests would benefit HOK’s project development and objectives?
(iv) What plans do you have for your future work or education?