

**America-Mideast Educational and Training Services Inc.**

**Internship and Volunteering Application Form**

|  |  |
| --- | --- |
| Name: | |
| School / University (and major): | |
| Home Phone: | Mobile: |
| Email: | Address (city, country): |
| Date of Birth (MM/DD/YYYY): | Father’s Name: |
| Nationality / Nationalities: | |

**How did you find out about our Internship and Volunteering Program? Please specify.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fair: |  | Friend: |
|  | University: |  | Other: |

**Please type “x” in the box next to the skills you currently have.**

1. Computer Skills

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Word |  | PowerPoint |  | Adobe Creative Suite 5 |
|  | Excel |  | Access |  | Internet |
|  | Other: | | | | |

1. Office Skills

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Computer Typing |  | Customer Service |  | Research |
|  | Filing |  | Designing Presentations |  | Writing |
|  | Other: | | | | |

**What is your preferred schedule?**

|  |  |
| --- | --- |
| Start date: | Days of the week: M T W TH F |
| End date: |  |
| Hours available: | Total # of hours per week: |

**Internship Goal and Expectation:** Please describe briefly the kinds of activities you would like to be involved in and the specific skills you want to develop.

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  |  |
| **Signature** | **Date** |

Please submit this form to the Human Resources and Marketing Manager, Rana Melki

**EMAIL:** [rmelki@amideast.org](mailto:rmelki@amideast.org) **TEL:** 01 989901 ext 203