

 **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 **TEL:** 01 989901 ext 203