TUFTS UNIVERSITY EUROPEAN CENTER – Talloires, France
108 Packard Avenue, Medford, MA 02155 ▪ Tel: 617-627-3290 ▪ Fax: 617-627-3457
france@tufts.edu ▪ ase.tufts.edu/europeancenter

SUMMER INTERNSHIP APPLICATION – SUMMER 2017

GENERAL INFORMATION

Name: _____ Date of Birth: _____ /_____ /_____
First Last

Current Address: _____
Street City State Zip

Current Phone: (_____)_____ Alternate Phone: (_____)_____

Permanent Address: _____
Street City State Zip

Current Phone: (_____)_____ Alternate Phone: (_____)_____

Email Address: _____ Alternate Email: _____

University: _____ Graduation: ____ / ____ Major(s): _____

How were you referred to the European Center?_____

Can you drive a manual transmission car? (Please circle) YES NO

If yes, how often do you drive one, and what type of manual car(s) have you driven? _____
NOTE: In order to be considered for an internship position, you **must** be able to drive a standard transmission vehicle.

AVAILABILITY

The Tufts European Center is open from late April through mid-October. Summer internships range in length from 8 weeks to 3 months. Typically, internships start in May or July and end in late June, early August, or October. Please circle a starting time period and ending time period from the choices below.

Starting Periods:		*Ending Periods:*	
A	Early May	A	End of June
B	Mid-May (after finals)	B	End of July
C	End of May (after graduation)	C	Early August
D	End of June	D	End of September
E	Early July	E	Early October

Please indicate any potential changes you anticipate to your availability (e.g., internships, family events, etc.).

_____

_____

RESPONSIBILITIES

After reviewing the **Internship Description and Expectations Sheet**, please describe (on a separate sheet) your experiences in each of these realms and explain your interest related to the following internship responsibilities:

Conference and Event Planning

Office and Academic Support

Operations and Household Maintenance

LANGUAGE SKILLS

Please describe the highest-level French class you have taken or are currently taking and rate your proficiency.

French class: _____

Proficiency (circle one): Fluent Advanced Intermediate Advanced-Beginner Beginner None

COMPUTER, HOUSEHOLD, & OTHER SKILLS

Please list specific software with which you are familiar and describe your abilities with the following types of computer programs: word processing, database, spreadsheet, design.

_____

_____

Please list any other skills you have that might surprise us (e.g., car repair, embroidery, landscaping, baking).

_____

_____

EXTRACURRICULAR ACTIVITIES

Please list any activities with which you have been involved and your interests.

_____

_____

ESSAY QUESTIONS

Please provide 300-500 word responses to ALL of the following questions:

1. Based on what you know about the Tufts European Center, what do you feel you could bring to this internship?
2. You have just completed your autobiography. Please provide us with an excerpt.
3. Tell us about something that is important to you and why.

WORK EXPERIENCE

List your employment history for the past three years.

Employer: _____ Dates: ___ / ___ / ___ - ___ / ___ / ___

Address: _____
Street City State Zip

Job Title: _____

Supervisor: _____ Phone Number: (_____)_____

May we contact this person for a work reference? YES NO

Employer: _____ Dates: ___ / ___ / ___ - ___ / ___ / ___

Address: _____
Street City State Zip

Job Title: _____

Supervisor: _____ Phone Number: (_____)_____

May we contact this person for a work reference? YES NO

Employer: _____ Dates: ___ / ___ / ___ - ___ / ___ / ___

Address: _____
Street City State Zip

Job Title: _____

Supervisor: _____ Phone Number: (_____)_____

May we contact this person for a work reference? YES NO

REFERENCES – *These can be personal or character references. No family members please.*

1. _____
Name Relationship Phone Email

2. _____
Name Relationship Phone Email

3. _____
Name Relationship Phone Email

Please submit completed application along with your resume and cover letter to the European Center by 5:00 pm on Friday, January 27, 2017. Please note that we do not guarantee an interview to every applicant. Internship applications may be submitted in person, via mail or by e-mail to **france@tufts.edu.**

Signature: _____ Date: _____ /_____ /_____

By signing above, I hereby grant Tufts University European Center permission to access my academic and disciplinary records for purposes of employment and to contact the provided references with regard to my previous work experience. Candidates selected for internships will be asked to provide legal documentation in order to prove work eligibility.