



The ALAMO
**INTERNSHIP
PROGRAM**



Alamo Trust, Inc.
321 Alamo Plaza Suite 200
San Antonio, Texas 78205
(210) 225-1391 • Email: jobs@thealamo.org

APPLICANT NAME: _____

DATE: _____

INTERNSHIP(S) APPLYING FOR: _____

SEMESTER: _____

APPLICATION PROCESS

Alamo Trust, Inc. (ATI) may not interview all applicants for vacant positions. Those applicants to be interviewed will be contacted by the Internship Coordinator. Applications will be actively considered for up to 1 year following receipt. Applicants who wish to be considered after that time period, or who wish to apply for intern positions not listed on this application, must submit a new application. ATI is an Equal Opportunity Employer and does not discriminate in hiring and employment practices because of race, color, religion, gender, age, veteran status, national origin or disability.

Internship Requirements

To be considered for an ATI internship, please be sure you meet these requirements:

1. Currently enrolled in a university and will be enrolled at the time of the internship.
2. Taking the internship for a course credit through your university. (proof of course list may be required)
3. Turn in Application, Cover Letter & Resume.
4. Available for an interview via phone, Skype or in person.
5. If offered an internship, all candidates will be subject to background checks as a condition of the internship.

Consider each question carefully and give as much detail as possible. Failure to do this could result in delay or possible rejection of the application.

Name: _____ **DOB:** _____
Last First Middle

Home/Cell Number: _____ **Email Address:** _____

Current Home Address: _____
No. and Street City State Zip Code

How long have you lived at this address? _____ years _____ months

University: _____ **Current Year in School:** _____

School Address: _____
No. and Street City State Zip Code

Major: _____ **Minor:** _____

GPA: _____ **Expected Graduation Date:** _____

Specific Internship(s) for which you are applying: 1) _____ 2) _____

How did you hear about The Alamo internship? _____

Have you applied for or worked with The Alamo previously? Yes / No If yes, list the dates, position, and supervisor and reason for leaving: _____

Do you have any Immediate Relative(s) employed by the Alamo? Yes / No If yes, list their name & position: _____

What are your objectives for participating in this internship program? _____

List skills you possess relevant to this internship (computer, technical, industry, or other job-related skills): _____

Do you currently hold any licenses/certifications? Yes / No If yes, please list license/certifications. _____

What are some of your interests and career goals? _____

What foreign languages do you speak/read/write? _____

If offered internship, how soon can you start? Date ____/____/____

Number of hours required by your university for your internship: _____

Availability: Monday: ____ Tuesday: ____ Wednesday: ____ Thursday: ____ Friday: ____ Saturday: ____ Sunday: ____

Have you ever been convicted of a felony, been assessed deferred adjudication for a felony, or plead guilty to a felony? Yes / No
If you answered yes, please describe. Note: It is not necessary to list parking or minor traffic violation. _____

**Noting a prior conviction is not an automatic exclusion from being considered. Each case is considered separately.*

Have you ever been discharged or asked to resign from any position? Yes / No If yes, please explain, including employer(s), date(s) and circumstances: _____

Please list any other information that could be used in considering your application: _____

REFERENCES

List at least three business references, supervisors (not relatives or friends) who can attest to your experience and or qualifications.

NAME & TITLE	COMPANY	TELEPHONE NUMBER w/Area Code
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_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICANT VERIFICATION

I verify that all information provided in this application submitted to Alamo Trust, Inc. (ATI) is true, correct and complete. I understand that any false, misleading, incomplete, or omitted information on this application or resumes could be cause for rejection of my application or termination of my internship, if discovered.

As the applicant named below, I authorize ATI and its agents to (i) verify any information provided on my application and any supplemental cover letter or resume submitted; (ii) obtain information regarding my skills, work habits, education, conduct, and suitability for the program from past and present employers, educational institutions, and listed or developed references; (iii) obtain information from law enforcement authorities, governmental agencies and military services regarding my conduct and any criminal violations; and (iv) obtain information regarding any professional license or certification applicable to my internship. I further authorize all institutions and persons to respond to ATI's questions and to provide all information requested. I release ATI and all persons and institutions from any claims, liabilities and damages resulting from obtaining or furnishing information about me. A copy of this authorization shall be as valid as the original.

If I am considered for the internship, I authorize Alamo Trust, Inc. and its agents to run a background check prior to the start of the internship. I agree to furnish additional information if requested by the Alamo or its agents. I further understand that this internship is conducted without entitlement to a paid job at the end of the program.

Applicant's Printed Name

Date

Applicant's Signature