#

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www.ciscentraltexas.org

# 3000 South IH-35 Suite 200

Austin, TX 78704

**Internship Placement Application Form**

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| **PERSONAL INFORMATION** |
| **Name** | **Email Address** | **Telephone Number:** |
|  |  |  |
| **University/College** | **Major:** | **Degree:** |
|  |  |  |

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| **INTERNSHIP INFORMATION** |
| **Number of Internship Hours:** |  |
| **Semester(s) for Internship:**  | [ ]  Fall [ ]  Spring [ ]  Full Year |
| In order to find an appropriate placement for you, please indicate any **Supervision or Licensure Requirements for CIS Staff overseeing your placement:** |
| [ ]  BSW [ ]  MSW [ ]  LMSW [ ]  LCSW [ ]  LPC [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | **Number of postgraduate years: \_\_\_\_\_\_\_\_\_\_** |

**Please note that CIS Staff Members overseeing your internship placement will provide weekly supervision/check-ins for Interns. However, this does not count toward any required clinical supervision hours for professional licensure.**

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| **PREFERENCES** |
| **Select all Grade Level Preferences:**  |
| [ ]  Elementary [ ]  Middle School [ ]  High School [ ]  No Preference |
| **Select all Geographic Location Preferences:** |
| [ ]  East Austin [ ]  South Austin [ ]  North Austin  [ ]  Bastrop [ ]  Del Valle [ ]  Kyle/Buda [ ]  Lockhart [ ]  Manor [ ]  Elgin |
| **Select Available Days:** |
| [ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday |
| **Available Times:** Please note that CIS Internship hours range between 7:30am-4:30pm Monday-Friday, with very limited opportunity for evening hours |
|  |
| **RESPONSIBILITIES & EXPERIENCE** |
| **Required tasks and responsibilities for Internship** (ie family hours, direct service hours, group hours, etc): |
|  |
| **Briefly list any previous experience you’ve had working with youth.** |
|  |
| **UNIVERSITY CONTACT INFORMATION** |
| **Name of Professor/Advisor** | **Email & Phone Number for Professor/Advisor** |
|  |  |

Each Intern undergoes a criminal background check prior to beginning their internship on campus. Interns will not meet unsupervised with students until each of the background check results has been completed and both Interns and CIS Supervisors have been notified of clearance. Interns are subject to dismissal for disqualifying indicators on their criminal background checks.

**Please submit this form and your resume to:** **internships@ciscentraltexas.org****.** Once this form is received, your application will be reviewed and you may be contacted via email regarding a potential interview and campus placement.

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| **For Office Use Only** |
| Date Received | Semester | Notes |
|  | [ ]  Fall [ ]  Spring [ ]  Year | [ ]  Resume submitted |
| Date Referred to PM | Campus Referral | Outcome | Notes |
|  |  |  |  |
| Acceptance Date | Welcome Email Sent | CBC Clearance | Type |
|  |  |  | [ ]  Intern [ ]  EAO |

**Notes**