



First Nations Womens Alliance
Supporting and Healing the Victims of Domestic Violence and Sexual Assault

INTERNSHIP APPLICATION

Internship Coordinator:

Amber Warman

Mailing Address:

FNWA (Internship Coordinator)

Po. Box 107

Devils Lake ND 58301

701-350-8099

fnwaovc18@gmail.com

Please PRINT

_____ Date

_____ Last Name

_____ First

_____ Middle

_____ Phone Number

_____ Current Address (Street, City, State, & Zip Code)

_____ Other Phone #s

Where You May

Be Reached

Do you have the legal right to live and work in the U.S.? _____

Have you ever been convicted of a felony/misdemeanor/gross misdemeanor? (Please answer honestly. A yes answer does not automatically mean you won't be eligible. The relevance of the offense will be considered in making a determination.) Yes _____ No _____

If yes, what was the offense? _____

When was the conviction? _____

_____ MM/DD/YEAR

OPTIONAL: Social Security Number: _____

Male

Female _____

Are you an Enrolled member of a Tribe? Yes _____ No _____

If yes, what tribe? _____

What college are you enrolled in? _____

What is your course of study? _____

How many credits do you have? _____

What is your current GPA? _____

When do you expect to graduate? _____

How did you learn of this Internship? _____

What internship location are you most interested in? _____

Are you available at least 5 hours per week? _____

Do have reliable transportation? _____

Can you start September 3rd 2018? _____

Are you planning a career in victim services? Yes _____ No _____

What kind of training are you looking to receive from this opportunity?

What experience do you have with victims? Please explain. _____

How comfortable are you working with a tribal victim program:

Very Comfortable ___ Comfortable ___ I don't know ___ Not comfortable ___ Uncomfortable ___

What are your employment goals for the future? _____

How would being placed as a student intern at a tribal service program help you achieve your personal and educational goals? _____

What type of help would you need from FNWA to be able to be placed as a student intern in a tribal victim services program?

Employment History

Are you presently employed? _____ May we contact your employer? _____

Employer's Name and Address

Telephone Number _____

Supervisor's Name _____

Dates Employed: _____ To _____ Basic Salary/Wage: _____ - _____
mo/yr mo/yr starting ending

Reason For Leaving: _____

Position Title: _____ Nature of Duties: _____

Previous Employment

Employer's Name and Address _____ Position Title _____

Telephone Number _____ Supervisor's Name _____
Dates Employed: _____ To _____ Basic Salary/Wage: _____ - _____
mo/yr mo/yr starting ending

Reason For Leaving: _____

Position Title: _____ Nature of Duties: _____

May we contact your previous employer? _____

Please read carefully before signing:

I certify that all matters contained in this application are true and authorize a release of information for the purpose of investigation of all statements contained herein. I fully understand that misrepresentation or omission of facts called for in this application is cause for dismissal if chosen as an Intern. I also understand that an internship with the FIRST NATION'S WOMENS ALLIANCE conveys no contractual right to the any job and any internship can be terminated by FNWA.

Pursuant to North Dakota Code 12-60-16.8, I hereby authorize the North Dakota Bureau of Criminal Investigation to release a copy of my criminal history record to the First Nations Women's Alliance, provided; however, that the Bureau may release only that information pertaining to convictions or to cases pending against me that are less that one year old. A federal background check and credit check may also be requested.

Signature

Date

FNWA is an Equal Opportunity Employer

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Please write a minimum essay of one paragraph and maximum of one page explaining:

“Why do I want to be a victim’s specialist?”

If you would like to attach a typed essay you may. If you choose to write it on this paper it must be clear and easy to read, or it will not be considered as complete.

CHECKLIST FOR FNWA INTERNSHIP



First Nations Womens Alliance
Supporting and Healing the Victims of Domestic Violence and Sexual Assault

- Completed application
- Transcripts
- Essay
- Recommendation Letter
- Confirmation email from the Internship Coordinator confirming all your documents were received with-in one week of submitting your application. Any questions contact 701-350-8099

Mail Completed Application to:
FNWA
Attention: Internship Coordinator
Po. Box 107
Devil's Lake ND 58301

Victim Specialist Internship Requirements

The purpose of the First Nations Women's Alliance (FNWA) Victim Specialist Internship Program is to recruit eligible students who represent the underserved populations from the five tribal nations of North Dakota. Students will be placed with agencies that provide victim services to these remote locations. Our focus is on creating career opportunities and increasing sensitivity and awareness of the cultural and environmental issues that surround our reservation, while providing education on victims' needs and rights. This intern experience, coupled with an increased awareness in diverse populations benefits the you the student, the community, and prospective employers.

ELIGIBILITY REQUIREMENTS:

- Must have an interest in working with victim
- Overall Grade Point Average of 2.5 is required interns will need to submit college, high school or GED transcripts to validate GPA
- One recommendation letter from an employer, high school teacher, college advisor or career counselor will be required.
- Must submit a completed application along with a one-page essay answering "Why do I want to be a victim specialist?"
- Complete online registration on the OVC web page listed below. Please print a copy of your registration to submit with your application:
https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm
- Must commit to 5-10 hours per week for the internship
- Must commit to 2 semesters 1 college year to the internship program
- Must be enrolled at one of the following colleges: Sitting Bull College, United Tribes Technical College, Nueta Hidatsa Sahnish College, Candeska Cikina Community College, Turtle Mountain Community College
- Must maintain a high standard of confidentiality and respect for others.

PROGRAM REQUIREMENTS:

Daily Journal: All interns are required to maintain a journal of daily activities. This journal will provide insight for assessment and evaluation.

Travel: Some travel maybe required for conferences and training.

Victims Specialist Training Checklist: All interns will receive a checklist that includes trainings, workshops, OVC webinar training, books, movies and articles. Some of these items will be optional and others are required to complete your internship.

Attendance: Interns are expected to hold to the hours stated on their internship employment packet

Final Project: The intern, project coordinator, and collaborative team will decide what is to be included within this project. This project will likely involve community out reach or a PowerPoint presentation to your class.

Exit Survey: All interns will complete an exit survey on their overall experience.