

# IMPORTANT

Information and instructions for completing the application form.

1. Print answers clearly in blue or black ink.
2. Answer every question fully and accurately.
3. False or inaccurate information on this application will be cause for disqualification for acceptance or dismissal at any time after acceptance.
4. Read over application carefully before submitting to ensure all information is complete and accurate.
5. Return completed application & attachments in one packet on or before the deadline:  
*Applying for/to begin in the Summer session. . . . . Deadline is March 30<sup>th</sup>*  
*Applying for/to begin in the Fall session. . . . . Deadline is June 30<sup>th</sup>*  
*Applying for/to begin in the Winter session. . . . . Deadline is August 30<sup>th</sup>*  
*Applying for/to begin in the Spring session. . . . . Deadline is November 30<sup>th</sup>*
6. Your completed application, a copy of your current resume, and 2 letters of recommendation must be submitted as a complete packet for your application to be considered. If any item is missing or if the items are mailed separately, your application will be considered incomplete and will not be put into consideration for a position. Mail packets to:

**Internship Application Packet  
ROANOKE WILDLIFE RESCUE CENTER  
5931 Cotton Hill Road  
Roanoke, VA 24018-5268**

Check our website ([www.roanokewildlife.org](http://www.roanokewildlife.org)) for more information and details about our intern program.

# Roanoke Wildlife Rescue Center

## Application for Internship

**WE ARE AN EQUAL OPPORTUNITY ORGANIZATION**  
 It is the policy of Roanoke Wildlife Rescue to afford equal employment/internship opportunities to all qualified persons regardless of race, color, religion, national origin, age, military status, sexual orientation, disability or gender.

### PERSONAL INFORMATION

Name (First)      (Middle)      (Last)      Home Phone #

Mailing Address (Street)      (City)      (State)      (Zip)      Email Address

Are You Over the Age of 18?  
 Yes    No      Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have you ever been convicted of a felony?  
 Yes    No (Conviction will not necessarily disqualify an applicant from acceptance.)

If yes, please explain \_\_\_\_\_

Have you ever been convicted of a misdemeanor other than a first misdemeanor conviction for drunkenness, simple assault, speeding, minor traffic violations or disturbance of the peace within the last 5 years?  
 Yes    No (Conviction will not necessarily disqualify an applicant from acceptance.)

If yes, please explain \_\_\_\_\_

### EDUCATION (Please include high school, college, graduate study, vocational training)

Name of School	Location	Main Course of Study	Year Completed	Degree Received

**RELEVANT WORK EXPERIENCE** (ALSO ATTACH FULL RESUME TO APPLICATION):

Place of Employment	Responsibilities

**VOLUNTEER EXPERIENCE**

Organization	Responsibilities	Length of Service

**REQUESTED DATES OF INTERNSHIP** (Be as specific as possible)

	Month	Day	Year
Start Date:			
End Date:			
If above dates are unavailable my alternate requested dates are:			
Start Date:			
End Date:			

**ROTATION INFORMATION**

The clinic is open 7 days a week, 365 days a year.

During the spring/summer sessions which is our busiest season the clinic day begins at 8am and ends at 11pm. As an intern you will rotate through 2 different hourly schedules, one week you will work 8am-4pm; the next week you will work 3pm to 11pm. Then 8am-4pm again, and so on. And while the hours change each week, you will still work the same days each week.

During the fall/winter months we have fewer animals so the center day begins at 9am and ends at 9pm. We are able to be flexible for those students whose colleges require they be in class on certain days as well as those people with work commitments.

Rank in order which rotation you would prefer (this does not guarantee that you will get your #1 choice, it is used only as a guideline for scheduling):  
(See page 5)

**Spring/Summer Applicants:**

Rank	Days On	Hours	Days Off
	Thursday-Monday	8am-5pm; 3pm-11pm	Tuesday, Wednesday
	Friday-Tuesday	8am-5pm; 3pm-11pm	Wednesday, Thursday
	Wednesday-Sunday	8am-5pm; 3pm-11pm	Monday, Tuesday
	Saturday-Wednesday	8am-5pm; 3pm-11pm	Thursday, Friday

**Fall/Winter Applicants:**

	Thursday-Monday	9am-6pm	Tuesday, Wednesday
	Saturday-Wednesday	12noon-9pm	Thursday, Friday

If you are unable to choose any of the above rotations due to a work/school conflict please fill out below the days and hours you are available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**SUMMARY INFORMATION**

Please write a summary about why you are interested in becoming an intern at Roanoke Wildlife.

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**RABIES INFORMATION**

We do require that all staff and interns who work with the animals are rabies vaccinated due to the high volume of rabies vector animals that we care for. We do understand that the cost can be prohibitive. However, since we are a small non-profit we are unable to assist with the cost of rabies shots. Are you currently rabies vaccinated?

Yes  No

If no, upon acceptance you will need to complete the vaccinations and supply Roanoke Wildlife Rescue with a copy of your records two weeks before beginning work.

01/04/2009

## INSURANCE INFORMATION

Proof of insurance will be required upon acceptance. Do you have health insurance? (Our insurance requires this; if you have no insurance will be unable to consider you for a position).

Yes  No

## HOUSING INFORMATION

Housing is available on a very limited basis at a charge of \$40 a week. Will you require housing while interning?

Yes  No

Roanoke Wildlife Rescue Center is unable to offer assistance in finding alternative housing. If you require housing and it is not available are you still able to participate in the program?

Yes  No