

twelve21

INTERNSHIP

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills developed professionally. Internships allow students to gain valuable applied experience, make connections in the professional fields they are considering for a career path; and, enable employers to guide and evaluate.

Personal Information:

Name: _____

Email address: _____

Cell phone number: _____

Mailing address: _____

Birthday month: _____

Education:

Institution: _____

Major: _____

Grade point average: _____

Area(s) of interest:

What role(s) are you interested in fulfilling at twelve21?

Research assistant

Administrative

Other: Please specify

External relations

Publicity

Marketing

Social media

Promotions

Media Relations

Community relations

Special events

twelve21

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Availability:

Please indicate the days and times you are available to serve.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

Question and Answer:

1. Why are you interested in an internship at twelve21? _____

2. What are your expectations for twelve21? _____

3. What professional skills do you want to enhance or add as a result of your internship with twelve21?

4. Interview availability.

Supporting documentation:

Along with your application, please attached the following supporting documents:

1. Unofficial college transcript.
2. Two letters of recommendation
 - A. Please remit one letter of recommendation from one of your current instructors.
 - B. Your second letter of recommendation should come from your current or previous employer, internship, or community service coordinator.



RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE,
ASSUMPTION OF RISK, AND PAY CLAIMS.

Internship time period: _____

Internship location: _____

Description or internship activity:

In consideration for being allowed to participate in this activity, I release, from liability and waive the right to sue twelve21, founded and owned by Natasha L. Rogers, from any claims, including twelve21's negligence resulting in any physical illness (including death), or economic loss that I may suffer because of my participation including any travel to and from the activity.

I am voluntarily participating in this activity. I understand that there are risks, such as physical, psychological inquiry, pain, suffering, illness, disfigurement, temporary or permanent disability, or death, resulting from my participation in this activity. These injuries or outcomes may be my own or other's actions, inactions, negligence, or the condition of the activity location or facilities. Nonetheless, I assume all related risks, whether known or unknown to me, due to my participation in this activity, including travel to and from the activity.

I agree to hold twelve21 harmless from any claims, loss, or damage to my personal liabilities and costs, including attorney's fees, resulting from my participation in this activity, including to and from the activity. If twelve21 incurs any of these types of expenses, I agree to reimburse twelve21.

If I need medical treatment, twelve21 is authorized to obtain medical treatment for me. twelve21 is not financially responsible for any costs of such treatment. I agree that I will not hold twelve21 responsible for any claims resulting from any medical treatment.

Name of Intern:

twelve21 founder and owner:

Date:

Date:



INTERNSHIP CONFIDENTIALITY AGREEMENT.

This Internship Confidentiality Agreement, known as the "Agreement," is between _____, hereinafter known as the "Intern," and the Intern and Sponsor shall be known as the "Parties," agree as follows.

- 1. Knowledge and Experience.** The Sponsor shall be recognized as the individual or entity that provides a position to the Intern to obtain knowledge and experience in an industry that will merit justification of value in accordance with local and federal laws, hereinafter known as the "Internship Program." Intern agrees to serve unpaid for the Internship Program and comply with any and all required Sponsor policies and its Internship Program. The Intern shall not possess the authorization to represent themselves as an employee of the Sponsor at any time.
- 2. Confidential Information.** Confidential Information shall include, but not be limited to, documents, records, Information and data (whether verbal, electronic, or written), drawings, models, apparatus, sketches, designs, schedules, product plans, marketing plans, technical procedures, manufacturing processes, analyses, compilations, studies, software, prototypes, samples, formulas, methodologies, formulations, patent applications, contacts, know-how, experimental results, specifications, and other business information relating to Sponsor's business, assets, operations or contracts, furnished to Intern and/or Intern and/or Intern's affiliates, officers, owners, agents, consultants or representatives, in the course of their efforts, regardless of whether such Confidential Information has been expressly designated as confidential or proprietary studies, and other data or material prepared by or in the possession or control of the Confidential Information. Confidential Information may be provided in written, oral, electronic, or other form. Intern acknowledges that no representation or warranty expressed or implied has been or is made by or on behalf of Sponsor as the accuracy or completeness of any of the Confidential Information furnished to the Intern.
- 3. Form of Disclosure:** Confidential Information may be oral, visual, or by demonstration or in some other form not permanently recorded and shall be considered Confidential Information regardless of whether such Confidential Information has been expressly designated as confidential or proprietary.
- 4. Period of Confidentiality and Non-Use.** The Intern shall maintain in strict confidence for 25 years from the Effective Date and not disclose any Confidential Information it receives from Sponsor to any third party or use the Confidential Information for its own or any other party's benefit, except in furtherance of its obligations to Sponsor pursuant to any business transaction if may enter into with Sponsor.

Name of Intern:

twelve21 founder and owner:

Date:

Date: