



**Children's Theatre of Charlotte**  
Charlotte, North Carolina

**INTERNSHIP APPLICATION FORM**

Personal Information:

Name \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Education:

College or University \_\_\_\_\_

Major \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Current GPA \_\_\_\_\_

Name of Faculty Advisor \_\_\_\_\_

Faculty Advisor's phone number \_\_\_\_\_ Department \_\_\_\_\_

Are you using this internship to fulfill academic requirements? \_\_\_\_\_

List any related courses and skills \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate which department(s) you would like to intern with. If you are interested in more than one department, rank in order of preference.

_____ Audience Services	_____ Costumes
_____ Development	_____ Props
_____ Education	_____ Sound
_____ Carpentry	_____ Production Management
_____ Scenic painting	_____ Stage Management
_____ Lighting	_____ All the World's a Stage

Additional Information:

Are you a minor (less than 18 years old)?  Yes  No If Yes, What is your age? \_\_\_\_\_

Are you a citizen of the United States of America?  Yes  No

If not, do you possess a current Alien Registration Card or Visa? \_\_\_\_\_ Type \_\_\_\_\_

Expiration Date \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying, with or without accommodation?  Yes  No

If you would like, please explain any accommodation needed:

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If you answer yes to any of the following four questions, please give explanation or details on the back of this sheet or on an attached page. A yes answer does not automatically preclude a candidate from employment.

Have you ever been convicted of, plead guilty to, or no contest to a crime (including, but not limited to, felonies, misdemeanors, prayers for judgment, continuances or determinations with conditions, or driving while impaired or other serious vehicular violations)?

Yes  No

Have you ever been charged, or do currently have any criminal procedures or charges pending against you related to any sexual offense, abuse or violent act committed against or involving a minor?

Yes  No

Have you ever been suspended, dismissed, nonrenewed, fired or discharged from a position of employment?

Yes       No

Have you ever been asked to resign from a position of employment?

Yes       No

I have read this application carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. I further release Children's Theatre of Charlotte, its Board Members, employees or other agents of and from any potential liability arising from such investigation and inquiries of the above information, including the criminal background check requirements.

**I understand that any omission of fact or misleading information given in this application for employment, any attachments to it, or in my interview(s) may result in the denial of my employment, the withdrawal of any offer of employment, or suspension or discharge from any position, as applicable.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed application along with:**

- A resume
- 3 References
- 1 letter of recommendation
- A brief personal statement of what you hope to gain from this internship
- Any paperwork for earning college credit

**To:**

Children's Theatre of Charlotte  
300 East 7<sup>th</sup> Street  
Charlotte, NC 28202-2514  
Located in ImaginOn: The Joe & Joan Martin Center

ATTN: Brenda Arko, Intern Program Coordinator

Please send all application materials in ONE envelope.

Incomplete applications will not be considered.

**Applicants under consideration will be contacted to arrange an interview.**