

# SERVANTHOOD DESIGN INTERNSHIP APPLICATION

## INTERNSHIP AREA SELECTION

Graphic Design Internship       Web Design Internship

## APPLICATION CHECKLIST

- Internship Application Form
- Letter of Recommendation from Pastor
- Faculty Member Recommendation\*
- Copy of Transcript\*
- Two (min.) samples of art/design work (print samples or URL's to online samples)
- Personal statement of faith and Christian experience
- Essay on why you want to intern for Servanthood Design

**\*Items required only for those pursuing academic credit for the internship.**

MAIL APPLICATION PACKET TO:  
Internship Coordinator  
Servanthood Design  
10702 24<sup>th</sup> Dr. SE, Suite B  
Everett, WA 98208-4423

## GENERAL INFORMATION (PRINT NEATLY OR TYPE)

Name \_\_\_\_\_

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

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

Current Phone (    )      Effective Until    /    /      Social Security #

College E-mail \_\_\_\_\_ Personal E-mail \_\_\_\_\_

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

Permanent Phone (    )      Fax (if available) (    )

### Person whom Servanthood Design should contact in an emergency:

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Emergency contact's phone (day) (    )      (night) (    )

E-mail \_\_\_\_\_ Fax (if available) (    )

## ACADEMIC INFORMATION

Status during program     Sophomore     Junior     Senior     Graduated

Your school's calendar     Semester     Quarter     Trimester     Other: \_\_\_\_\_

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

Dates Attended    /    /    to    /    /    G.P.A.      Expected Date of Graduation    /    /

Number of credits you will receive for your internship:      Department(s) awarding credits: \_\_\_\_\_

## COMPUTER PROFICIENCY INFORMATION

Computer Platforms you are proficient with: \_\_\_PC (Windows) \_\_\_Mac

I \_\_\_Own \_\_\_Have Access - to a computer with internet access. This computer is a \_\_\_Windows PC \_\_\_Mac

Use the following codes to indicate your proficiency in this application software: 5=Expert, 4=Very Proficient, 3=Proficient, 2=Knowledgeable, 1=Slight, 0=None. Please mark the last column if you have this software loaded on the computer you identified above.

Adobe Illustrator	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Adobe PhotoShop	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Adobe Acrobat	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Adobe InDesign	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Adobe PageMaker	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Adobe GoLive	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Quark XPress	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
CorelDraw	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Macromedia Flash	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Macromedia FreeHand	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Macromedia Director	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Macromedia Dreamweaver	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Microsoft FrontPage	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Microsoft Word	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Microsoft Excel	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No
Microsoft Access	(Indicate version:___)	5	4	3	2	1	0	Loaded:	Yes	No

## OTHER RELEVANT INFORMATION

Please provide any additional information regarding yourself and your skills, abilities and experiences which you would like considered as part of this application.

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## INTERNSHIP AGREEMENT

- I understand that this is an unpaid internship and that if my application is accepted that I will not be an employee of Servanthood Design.
- I understand that while working on projects for Servanthood Design and its clients, that the copyright to any and all work that I produce in such capacity becomes the property of Servanthood Design, and maybe transferred to the client at the sole discretion of the management of Servanthood Design. I am also aware that I do retain the right to use any and all designs which I personally produce in my capacity as an intern for Servanthood Design, for purposes of contests and personal promotion.
- I certify that I personally have completed this application and that the information I am providing is complete and accurate. Information is subject to verification and that false or misleading information will result in rejection of this application or immediate termination of my internship, if it has already commenced.
- I understand that this internship is provided on a tele-commuting basis and that I must provide an internet connected computer for use on assignments given by Servanthood Design. I also understand that I am solely responsible for the care and maintenance of said computer and accessories, and Servanthood Design is not responsible for the hardware or software or any direct or indirect damages or consequences for the use of such. I further understand that if I become unable to provide an internet connected computer, that my internship may be terminated.



Signature of Applicant

Date