



GIBBEL KRAYBILL & HESS ^{LLP}

ATTORNEYS & COUNSELORS AT LAW

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It is the policy of Gibbel Kraybill & Hess LLP to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

SUMMER INTERNSHIP APPLICATION

To be eligible for consideration, the applicant must:

1. Be a Senior at McCaskey High School
2. Have received acceptance to an institution of higher learning
3. Be graduating from high school within nine months

Along with this completed application, the applicant must submit the following:

1. A copy of his/her official high school transcript
2. Proof of acceptance to an institution of higher learning
3. A one-page essay (typed) describing a challenge you overcame in your life and what you learned from the experience.

Applicant Information

Your Name		
Street Address		
City/State/Zip		
Phone Number		What is the best time to reach you at this phone number?
Email Address		

Emergency Contact

Who should we contact if you are involved in an emergency?

Contact Name	
Relationship to you	
Street Address	
City/State/Zip	
Phone Number	

Skills (circle yes or no)

Keyboarding: Yes / No	Microsoft Word: Yes / No	Microsoft Excel: Yes / No
Filing: Yes / No	PowerPoint: Yes / No	Photocopier: Yes / No

Availability for Work (indicate each day when you are available)

Monday ____ a.m. to ____ p.m.	Tuesday ____ a.m. to ____ p.m.	Wednesday ____ a.m. to ____ p.m.	Thursday ____ a.m. to ____ p.m.	Friday ____ a.m. to ____ p.m.
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Preferred Starting Date: _____ **Preferred Ending Date:** _____

Education History

School Name	
Street Address	
City/State/Zip	
School Name	
Street Address	
City/State/Zip	

Work History

Employer Name	
Street Address	
City/State/Zip	

Applicant Questions (respond to each of the following on a separate sheet of paper – please type your answers)

Is there any particular area of the law that interests you most (criminal, real estate, civil litigation, etc.)?
Do you prefer to work alone or as part of a team? Why?
Where do you see yourself five years after graduation from high school?

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes / No

Proof of citizenship or immigration status will be required upon employment.

Date

Signature

Print Name