

Death Penalty Focus Internship Application

PERSONAL INFORMATION:

Name: _____ Date: _____

Phone: _____ Email: _____

Mailing Address: _____

Are you a student? Y or N Name of School: _____ Grade Level: _____

Are you currently employed? Y or N Full-time or Part-time? Employer: _____

Do you currently volunteer anywhere else? Y or N Name or Organization (s): _____

Please explain your responsibilities as a volunteer: _____

AVAILABILITY: (PLEASE NOTE: A 3 month minimum commitment is required.)

____ Weekdays between 9am and 5pm. Which days (circle all that apply)? Mon Tue Wed Thu Fri

____ Weekdays after 5pm. Which days (circle all that apply)? Mon Tue Wed Thu Fri

____ Weekends: Sat. Sun

How many total hours per week you are willing to commit (6 hours min.): _____

What is the first date you could start: _____

If known, what is the last date you could volunteer: _____

[] I commit to volunteering for a minimum of 3 months for a minimum of 6 hours/week.

SKILLS:

I'm familiar with the following computer programs/uses (circle all that apply):

MS Word MS Excel MS Access MS PowerPoint Emailing (Outlook, Eudora, or web-based programs)
Lexus-Nexus Westlaw Basic internet searches Advanced internet searches Html YouTube
MS Publisher Illustrator/InDesign/Quark MS Photoshop QuickBooks Social Networking (MySpace,
Facebook, Twitter, etc.) IMovie/Film editing Other: _____

I rate my computer skills as: Excellent Very Good Good Fair I am not comfortable on a computer.

I can use a: PC Mac Both

I'm comfortable on the phone: Y or N ?

I'm fluent in the following languages: _____

Do you have any special skills we should know about?

PLEASE INDICATE THE TASKS YOU ARE WILLING AND QUALIFIED TO HELP WITH:

- | | |
|---|---|
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Graphic design |
| <input type="checkbox"/> Tabling at events | <input type="checkbox"/> Phone calling (this is outreach, not soliciting) |
| <input type="checkbox"/> Research (10 hours per week required) | <input type="checkbox"/> Photocopying/ Envelope Stuffing/ Filing |
| <input type="checkbox"/> Errands (post office, office supplies, etc.) | <input type="checkbox"/> Writing/Editing |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Website (basic knowledge of websites required) |
| <input type="checkbox"/> Fundraising (event planning, donor outreach) | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Translating written materials into Spanish | <input type="checkbox"/> Web-based outreach (blogging, social networking, etc.) |
| <input type="checkbox"/> Creating YouTube videos | <input type="checkbox"/> Other _____ |

In 2-3 sentences, please tell us why you oppose the death penalty:

In 2-3 sentences, please explain why you would like to complete an internship with Death Penalty Focus:

Additional Comments:

Please return this form to:

Death Penalty Focus
870 Market Street, Suite 859 San Francisco, CA 94102
Tel. 415-243-0143 – information@deathpenalty.org

Death Penalty Focus will contact you in 2-3 weeks if we find tasks suited to your skills and interests.