



CFP INTERNSHIP APPLICATION

Instructions: Please complete this application entirety and submit

1. Personal Information:

Name: _____

Telephone: _____

Mailing Address: _____

City, State, Zip: _____ **Email:** _____

2. Emergency Contact:

Name: _____

Telephone: _____

Mailing Address: _____

City, State, Zip: _____ **Email:** _____

3. Education:

KSU Home Department: _____

Current Year: _____

4. Relevant Work or Volunteer Experience

Employer: _____

Supervisor: _____ **Telephone:** _____

Job Title: _____ **Email:** _____

FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE

You understand that the position for which you wish to volunteer will require that you successfully pass a background (consumer report and/or criminal background) check. This background check may be conducted prior to your being permitted to volunteer. You will be financially responsible for the cost of the background check. After a successful background

(consumer report and/or criminal background) check is received, a report date will be scheduled. The report may include information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or your mode of living. Information obtained in consumer reports may include criminal background information, motor vehicle driving history, prior employment, military service, credit history, and educational records. This report will be obtained for internship service purposes only.

By signing below you are indicating your authorization for Kennesaw State University and/or its agents to conduct a background record check and obtain a consumer report in conjunction with

your application to volunteer/intern at Kennesaw State University. In the event that KSU considers any information in the consumer report when making an adverse volunteer services-related decision affecting you, you are entitled to request information regarding the consumer reporting agency, a copy of the consumer report and a copy of your rights under the Fair Credit Reporting Act (FCRA)

You must voluntarily authorize Kennesaw State University and/or its agents to conduct a background record check in connection with your application for providing services and, if engaged, at any time during your internship with KSU. You will specifically authorize KSU to obtain consumer reports from consumer reporting agencies and consent to the release of such information to KSU, investigators, human resources staff, and other authorized employees.

Code of Contact

Appropriate Conduct for Interns

Interns are expected to conduct themselves in a professional manner. Appropriate professional behavior is outlined below:

1. Interns will treat consumers, staff, and colleagues with dignity and kindness.
2. Interns will be honest – honorable in all encounters, principles, intentions, and actions – with all colleagues and others they encounter.
3. Interns will uphold and comply with all ethical and legal standards that apply to the University, the American Psychological Association, HIPPA Act of 1996, and other professional organizations.
4. Interns will respect the privacy and confidentiality of consumers and their protected health information such as is contained in their intake and/or medical record while in clinical and public areas.
5. All verbal, nonverbal, and written communication will be conducted in a mutually respectful manner.
6. All CFP constituents regardless of his/her status must be accompanied by a Staff member at all times while visiting the CFP.
7. As representatives of the CFP, all interns are expected to convey a professional demeanor in their dress and appearance.

ACKNOWLEDGEMENTS

I have read this application. I am available, at a minimum, all day on Mondays. I am freely applying, registering, and offering my services to the Children and Family Programs at Kennesaw State University for regular hours. I will not receive any monetary compensation for performing this service. I understand that while I am an intern and acting within my scope of my specific duties I agree to comply with all Kennesaw State University policies, and the requirements of its governing board, and all applicable state and federal statutes, rules and regulations, and to fulfill my internship responsibilities to the best of my ability.

I confirm that the information provided herein and on any attachments is true, accurate, complete, and made in good faith, and I agree to abide by KSU's rules and regulations while an intern. I understand that I may contact the CFP Director if I have questions about any provisions. I acknowledge and agree to abide by the terms of the Internship Application to the CFP at KSU.

Print Name

Signature