

ABOVE AND BEYOND FAMILY RECOVERY CENTER



Above and Beyond
Family Recovery Center

Internship Application

You are embarking upon a journey of deep purpose that will be pivotal in helping the less fortunate of us reclaim their birth rights to self-determination. You will be exposed to unique behavioral modification interactions and therapies that you will be expected to master and consequently administer through the meticulous application of what you are taught, and it all begins with your ability to read instructions and fill out this application properly. In our business, small errors can have huge unwanted ramifications which we have been very successful in avoiding through the proper selection of who accompanies us on our journey. This application will be the first indication to us of "how you do things" and we have come to believe that "how you do some things, is how you do all things."

Therefore, all 4 (four) pages of this application must be completely filled out and signed for internship consideration. This application will be considered incomplete and will not be accepted for candidature if reference is made to a resume, or if the application is not signed by the applicant. A resume is to be submitted with it, along with a one page cover letter explaining your intention and a writing sample of your choice. Thank you.

NATURE of the INTERNSHIP DESIRED: _____ Today's Date: _____

Please Print **LEGIBLY** (please take your time so we don't have to ask you to fill it out again)

Last Name	First	Previous Surname(s)	Social Security Number (only if hired)	
Street Address		City	State	Zip
E-Mail Address		Home Telephone Number	Cell Telephone Number	
Emergency Contact & Relationship		Home Telephone Number	Cell Telephone Number	

Department you're applying in: Counselor Employment/Housing Volunteer 1099 Administration Other: _____

Have you ever worked for another Addiction Treatment facility? Yes No If so, please give company name(s), position titles and employment dates (beginning and final): _____

We're open from 8:30 AM to 5 weekdays, what are the maximum days and their hours that you will be able to work (> availability = > value to us)?

Monday Morning Hours Available	Tuesday Morning Hours Available	Wednesday Morning Hours Available	Thursday Morning Hours Available	Friday Morning Hours Available
Monday Afternoon Hours Available	Tuesday Afternoon Hours Available	Wednesday Afternoon Hours Available	Monday Afternoon Hours Available	Friday Afternoon Hours Available

Are you available for off premises work? Yes No When project take-home work is required, will this be a problem? Yes No

How far do you live from us and what are your transportation options (please calculate miles and realistic travel times and public transportation research): _____

Date available to start: _____ List any known breaks in your availability continuum: _____

Do you know any past or current interns or employees? _____ If so, whom? _____

Why have you chosen us? _____

Is there anything you'd like to self-disclose? _____

What do you know about or think of "Harm Reduction"? _____

What do you know of Rational Emotive Behavior Therapy and how do you use it? _____

What is your experience using Motivational Interviewing? _____

What are your techniques of therapeutic bonding? _____

We have a policy of random "dropping" our employees for illegal substances in their system, so it would be only a matter of time before we discover any personal habits which might prohibit your internship. With our willingness to flex based on substance, medicinal need, and the honesty of your answer, we ask for a full-disclosure to our question, "do you consume any drugs (includes alcohol)?" Yes No

What and how often? _____

What is your "story"? _____

Additional Comments and Things We Should Know About (be frank and honest):

Education (All education will be verified)

Name, City and State of Educational Institution	Graduated?		Type of Degree and what purpose it will, or has, served	Major	Minor	Grade Point
	Yes	No				Overall GPA
High School/GED						
Undergraduate College or University						
Graduate Degrees, Technical/Licenses/Certifications and other noteworthy educational pursuits or accomplishments						

Describe any passions, skills, drives or experiences you believe are relevant to the job applied for: _____

Who is your supervisor at school and what is their title and contact information (phone, email)? _____

What will be our expected relationship with your supervisor? _____

What are your hobbies? How do you spend your spare time? _____

How would you depict your purpose or meaning in life? _____

Employment History

(Please complete for all full-time or part-time employment beginning with your most  recent employer)

Company Name		Telephone #			
Address		Dates Employed	From	To	
Name of Supervisor	May we contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Rate of Pay	Start	Last

State Job Titles and Duties

Reason for leaving

Company Name		Telephone #			
Address		Dates Employed	From	To	
Name of Supervisor	May we contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Rate of Pay	Start	Last

State Job Titles and Duties

Reason for leaving

Company Name		Telephone #			
Address		Dates Employed	From	To	
Name of Supervisor	May we contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Rate of Pay	Start	Last

State Job Titles and Duties

Reason for leaving

OTHER RELATED EXPERIENCE:

Please explain any gaps in your employment history: _____

Have you ever been discharged or forced to resign? Yes No If yes, explain: _____

Did you receive any discipline in the last 12 months of active employment? Yes No If yes, please explain: _____

Were you given a performance evaluation within the last 12 months of active employment? Yes No If yes, what was the range of scores used and what score did you receive? _____

Have you signed any form of non-compete or non-disclosure agreement(s) with any other employer that might cause you problems in working for Above & Beyond? Yes No If yes, please explain: _____

(Applicant alone accepts full responsibility for any consequences resulting from improper or illegal contractual behaviors or obligations)

Military (Complete only if you served in the military)

Branch of Service: _____ Number of Years/Months of Service: _____

Rank at Discharge: _____ Date of Discharge: _____ Reason for leaving: _____

Describe any military skills, training or experience you believe are relevant to the job applied for: _____

Applicant Acknowledgement

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in this, or any application document, will disqualify me from further consideration for internship without notice. I further understand that, if accepted, any misrepresentations or omissions of facts which are discovered later will be cause for my dismissal.

I understand that as an intern, I am not entitled to participate in any of the benefit plans provided by the Company, including but not limited to vacation and sick pay and/or the Company group health plan. I acknowledge that I have received and it is my responsibility to become familiar with 1) Sexual Harassment Policy 2) Company Harassment Policy 3) E.E.O. Policy 4) Rules of Conduct 5) Company Confidentiality Agreement and 6) Agreement to Mediate/Arbitrate.

I understand that this is an "at will" relationship and is not for a specific term. It may be terminated by me or my Employer(s) with or without notice or cause at any time. I further understand that no oral promise, Employer(s) policy, custom, business practice or other procedure (including the Intern Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between myself and my Employer(s).

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests, i.e.; take medical tests; allow background investigations; take spontaneous drug tests; and others. If I am offered Internship or begin before any required test is completed, my internship is contingent on sustained satisfactory results on all eventual tests. I authorize the release of any background check and results of any drug/alcohol test to any state or federal authority requesting such information or in response to a valid subpoena or other legal request.

Above all, I promise without exception, to treat all Above and Beyond clients and employees with respect, dignity, and kindness. I also promise to smile, give until it hurts and then some, and to radiate healing expressions at all times.

Signature: _____ Date: _____

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BD

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