



## **Interning at CBE**

We are honored that you are interested in investing time, passion and energy in the cause for biblical equality!

CBE International is a nonprofit organization of Christian men and women who believe that the Bible, properly interpreted, teaches the fundamental equality of men and women of all ethnic groups, all economic classes, and all age groups, based on the teachings of Scriptures such as Galatians 3:28.

CBE affirms and promotes the biblical truth that all believers—without regard to gender, ethnicity or class—must exercise their God-given gifts with equal authority and equal responsibility in church, home and world. In so many ways, interns make it possible for us to continue our ministry!

Internship applications are accepted for winter, spring, summer, and fall. CBE interns are not paid, but may be offered a stipend of \$500 per 120 hours worked (if funds are available). We believe the experience and fulfillment an internship provides is invaluable! Specific criteria required by colleges are considered and incorporated into intern job descriptions.

To begin the application process, please complete and submit the Intern Application Form below.

# Intern Application Form

Pursuant to the Americans with Disabilities Act, please call CBE at 612-872-6898 or email [cbe@cbeinternational.org](mailto:cbe@cbeinternational.org) should you require specific aids to fully participate in the interview process. CBE is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal, state or local law.

## Personal Information

Legal Name (Last, First, MI):		Today's Date:	
Preferred first name (if different from above):		Email:	
Street Address:			
City:		State:	Zip:
Home Phone:		Work Phone:	

### 1. Are you willing to work (check all that apply):

- CBE HQ (Minneapolis, MN)     Other \_\_\_\_\_  
 Weekdays                       Weekends  
 Part Time (10-15 hours/wk)     Part Time (15-20 hours/wk)     Part Time (20-30 hours/wk)     Full Time (30-40 hours/wk)

### 2. Mark the area(s) of CBE's ministry that most interest you (check all that apply):

If you would like clarification of any of these internship opportunities, please email [cbe@cbeinternational.org](mailto:cbe@cbeinternational.org) or call 612-872-6898.

- Accounting                       Communications/Marketing                       Fundraising                       Event Planning                       Social Media  
 Graphic Design                       Information Technology                       Theology/Ministry                       Writing/Editing                       The Arts

### 3. Are you seeking an internship to fulfill a college requirement? Check one:

- Yes     No

If yes, please provide the information of your faculty supervisor

Name:	
Email:	Phone:

### 4. What year in college are you? Check one: Junior Senior – Graduation Date \_\_\_\_\_

5. Does your institution offer a stipend or cover any costs associated with your internship? (Amount: \_\_\_\_\_)     Yes     No

6. Are you legally authorized to work in the United States? Check one:     Yes     No

7. Do you have your own means of transportation to and from CBE?     Yes     No

8. When could you start your internship? \_\_\_\_\_ Estimated end date? \_\_\_\_\_

9. How many hours would you like to work each week? \_\_\_\_\_

10. How many hours total do you expect for this internship? \_\_\_\_\_

11. Do you have other intern or volunteer experience?

Yes  No

If yes, please explain

Organization:	Position/Duties Performed:	Year:

12. Have you ever been convicted of a felony (not including traffic citations)? Check one:

Yes  No

Criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements.

If yes, explain below. Please include name and location of court.

It is only necessary to include convictions which have not been expunged from your record.

13. Have you ever been disbarred or otherwise lost a license to practice your profession? Check one:

Yes  No

If yes, explain: \_\_\_\_\_

**Education Information**

Have you earned a high school diploma or GED? Check one:

Yes  No

Name of College:		City/State:	
Major:	GPA:	Dates enrolled	Earned Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what degree?

Name of College:		City/State:	
Major:	GPA:	Dates enrolled	Earned Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what degree?

Name of Graduate School:		City/State:	
Major:	GPA:	Dates enrolled	Earned Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what degree?

Name of Other Institution:		City/State:	
Major:	GPA:	Dates enrolled	Earned Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what degree?

**Employment History**

Have you been discharged from any job within the last five years? Check one:

Yes  No

If yes, explain: \_\_\_\_\_

Have you quit after being notified that you would be terminated? Check one:

Yes  No

If yes, explain: \_\_\_\_\_

Current (or most recent) Position:		From (mm/yy):	To (mm/yy):
Name of Company:		Name of Supervisor:	
Title/Department of Supervisor:		Supervisor's Phone Number:	
Duties:		Starting Salary/Wages:	Final Salary/Wages:

Next Previous Position:		From (mm/yy):	To (mm/yy):
Name of Company:		Name of Supervisor:	
Title/Department of Supervisor:		Supervisor's Phone Number:	
Duties:		Starting Salary/Wages:	Final Salary/Wages:

Next Previous Position:		From (mm/yy):	To (mm/yy):
Name of Company:		Name of Supervisor:	
Title/Department of Supervisor:		Supervisor's Phone Number:	
Duties:		Starting Salary/Wages:	Final Salary/Wages:

**Work-related References:** Please list three work-related references, preferably your immediate supervisor.

Name of Reference 1:	Name of Company:
Title/Department of Reference:	Reference's Phone Number or Email:

Name of Reference 2:	Name of Company:
Title/Department of Reference:	Reference's Phone Number or Email:

Name of Reference 3:	Name of Company:
Title/Department of Reference:	Reference's Phone Number or Email:

I give CBE permission to phone my references. \_\_\_\_\_

Signature

Date

**General**

If necessary to complete the following questions, attach additional pages at end.

List other qualifications pertinent to the position for which you are applying (awards, specialized training, etc.).

What draws you to CBE's mission of Biblical Equality? Why do you want to intern at CBE? How will you contribute to furthering CBE's mission of Biblical Equality?

What do you believe to be your ministry interests?

What do you believe to be your strengths and gifts? What are areas of growth or places you want to improve or acquire new skills?

If taking internship for credit, please list any internship requirements made by your institution:

What do you hope to learn from your internship at CBE?

Please read the following statements carefully before signing.

- In consideration of my internship, I agree to conform to the policies and procedures of CBE and CBE's employee manual. I understand that in submitting this application, the company is in no way obligated to provide me with an internship and that I am not obligated to accept an internship if one is offered. Furthermore, if I intern at CBE, I understand that I am interning at will and that my internship and stipend can be terminated with or without cause, and with or without notice at any time.
- I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements or omission of fact on either this application or during the intern application process will result in my application being rejected, or, if I intern at CBE, in my internship being terminated.
- I also understand that any offer of an internship is conditioned on the completion of pre-internship tests and documentation, including satisfactory reference checks. I will, upon request, sign all necessary consent forms.
- I authorize CBE to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my intern application. My former employers, education institutions, and personal references may provide information that they may have about me in response to inquiry from CBE.

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Applicant Signature

Date

Thank you for your interest in interning for CBE! Please submit this form in one of the following ways:

Fax: 612-872-6891

Mail: CBE, 122 W Franklin Ave, Suite 218, Minneapolis, MN 55404

Email: [cbe@cbeinternational.org](mailto:cbe@cbeinternational.org)

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### Human Resources Approval

FOR OFFICE USE ONLY

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Signature of Hiring Department Supervisor

Intern Position Awarded: \_\_\_\_\_

Date