



NORTH AMERICAN
BEAR
CENTER

2023 Internship Application
North American Bear Center- Ely, Minnesota
www.bear.org

The following items are needed for a complete application:

1. Completed application form below
2. Resume
3. Copy of your school transcript with GPA
4. Three letters of recommendation
5. Completed Intern Position Summary Agreement

Please submit all documents to Spencer Peter via email **pete@bear.org**

Internships- please check the box of the internship you are applying for

- Bear Educator Internship (summer): May 2023 to August 2023
Some flexibility with exact start and end dates
- Bear Educator Internship (fall): August 2023 to October 2023
Some flexibility with exact start and end dates
- Bear Educator (either season): I will accept either season position
- Northwoods Ecology Internship: May 2023 to August 2023
Some flexibility with start and end dates

Name: _____ Birthdate: _____ Phone: _____

School email: _____ Alternate email: _____

Address: _____ City: _____

State: _____ Country: _____ Zip Code: _____

Other contact information if needed: _____

Date available to start: _____ Date of internship end: _____

Have you ever been convicted of a felony? Yes No If yes, please explain:

Education

Do you have a high school diploma or GED?

Yes

No

If yes, name of high school or GED institute and year completed: _____

Undergraduate Colleges or Universities:

1.) Name and location of school: _____

Dates attended in months and years: _____

Date graduated: _____ Expected graduation date: _____

Type of diploma or degree: _____ Major/minor fields of study: _____

2.) Name and location of school: _____

Dates attended in months and years: _____

Date graduated: _____ Expected graduation date: _____

Type of diploma or degree: _____ Major/minor fields of study: _____

Graduate School:

1.) Name and location of school: _____

Dates attended in months and years: _____

Date graduated: _____ Expected graduation date: _____

Type of diploma or degree: _____ Major/minor fields of study: _____

Current and Past Work History

What is your current employment status?

Full-time Part-time Unemployed Retired Student

If currently employed:

Position/Title: _____ Employer: _____

Address: _____

Supervisor name: _____ Phone: _____

Past Work

1.) Position/Title: _____ Employer: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Employer's telephone number: _____

Immediate supervisor's name: _____ Title: _____

Supervisor's telephone number: _____

Full-time Part-time Summer Temp/Project

Starting date, month and year: _____ Ending date, month and year: _____

Specific reason for leaving: _____

Summary of experience including special training/skills/qualification you have used in the performance of this job.

2.) Position/Title: _____ Employer: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Employer's telephone number: _____

Immediate supervisor's name: _____ Title: _____

Supervisor's telephone number: _____

Full-time Part-time Summer Temp/Project

Starting date, month and year: _____ Ending date, month and year: _____

Specific reason for leaving: _____

Summary of experience including special training/skills/qualification you have used in the performance of this job.

3.) Position/Title: _____ Employer: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Employer's telephone number: _____

Immediate supervisor's name: _____ Title: _____

Supervisor's telephone number: _____

Full-time Part-time Summer Temp/Project

Starting date, month and year: _____ Ending date, month and year: _____

Specific reason for leaving: _____

Summary of experience including special training/skills/qualification you have used in the performance of this job.

Volunteer or Internship Experience

1.) Position: _____ Organization: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Telephone number: _____

Immediate supervisor's name: _____ Title: _____

Supervisor's telephone number: _____

Full-time Part-time Summer Temp/Project

Average number of hours volunteered if part-time: _____

Starting date, month and year: _____ Ending date, month and year: _____

Specific reason for leaving: _____

Summary of experience including special training/skills/qualification you used in this volunteer position.

2.) Position: _____ Organization: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Telephone number: _____

Immediate supervisor's name: _____ Title: _____

Supervisor's telephone number: _____

Full-time Part-time Summer Temp/Project

Average number of hours volunteered if part-time: _____

Starting date, month and year: _____ Ending date, month and year: _____

Specific reason for leaving: _____

Summary of experience including special training/skills/qualification you used in this volunteer position.

Please tell us about any special skills (e.g., writing, photography, drawing, painting, computers, etc.)

What prompted you to apply for this internship?

How do you think this internship will contribute to your future education and career?

Tell us why the North American Bear Center should choose you for our internship program?

What do you like to do in your spare time? What hobbies or interests do you have?

Is there anything else you would like to tell us to support your candidacy?

How did you hear about this internship program?

Application Agreement

I declare that the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to enter the internship program or be cause for termination.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

I have read the **Position Summary** and understand that it is intended to describe the general content of and requirement for performing this internship. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time as needed.

Housing & Stipend Agreements (Please read thoroughly)

I am aware that I will be living in a housing unit that will be shared with other interns. I am aware that I may be living with individuals who have beliefs or lifestyles that are different than mine.

I am aware that if I choose to not use the North American Bear Center designated housing that I will have to find and pay for my own housing. I understand that I will not receive any kind of compensation for rejecting the North American Bear Center's housing. There will be absolutely no visitors allowed in the housing unit. This includes family and friends.

The \$1500 stipend will be dispersed via direct deposit upon completion of the following: exit interview, 500 required hours, and housing inspection.

Additional Conditions of the Internship

I am aware that I will be representing the NABC while at work but also while out in the greater Ely community. I am aware that I am expected to represent the NABC in a professional and positive manner always. I am aware that a main part of the internship program includes: public speaking, having regular conversations with guests, standing and walking most of the day. I am aware that any off-time (other than regular off days) needed during the duration of the internship will need to be discussed with my supervisor prior to starting the internship. I am aware that I am responsible for my own transportation to and from the housing location and NABC.

Applications due Feb. 28, 2023 (or until filled) for ALL internship positions.

Printed Name: _____

Signature: _____ Date: _____

The North American Bear Center is committed to a workplace free of discrimination and to the principles of equal employment opportunity in the workplace. The North American Bear Center will not tolerate discrimination based on race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, gender expression or transgender status), national origin, sexual orientation, physical or mental disability, age, protected genetic information, status as a parent, marital status, political affiliation, or retaliation based on prior protected EEO activity. In addition, the North American Bear Center will not permit harassment – sexual or nonsexual – of any employee or applicant for employment.