



## INSTRUCTIONS FOR INTERNSHIP APPLICATION

1. Fill out entire application.
2. Update your resume and cover letter.
3. Email completed application along with resume and cover letter to [internship@newspring.cc](mailto:internship@newspring.cc)  
OR you may snail mail everything to:

NewSpring Ministries  
Attn: Karla Temples  
PO BOX 1407  
Anderson, SC 29622

4. Be mindful of the application deadline found on the page you downloaded this.  
Late applications will not be considered.

## INTERNSHIP PROGRAM APPLICATION

Applications are received and Interns are accepted without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that an Intern position is available or does not obligate us in any way. We appreciate your interest in our organization. **Please submit this completed application with a cover letter explaining why you would like to serve in your chosen area of ministry along with a resume.** While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper. PLEASE PRINT OR TYPE ALL INFORMATION!

Date Prepared \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Street City State Zip Code

Permanent Address \_\_\_\_\_  
Street City State Zip Code

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Gender  Male  Female Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Birth Place (City, State) \_\_\_\_\_

Marital Status \_\_\_\_\_ If married, spouse's name and date of marriage \_\_\_\_\_

Names and ages of children (if applicable) \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ What languages can you read, speak and write fluently? \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been convicted of any crime other than a minor traffic violation? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Have you ever applied for a job or internship or been employed by NewSpring Church? If yes, list position \_\_\_\_\_

### CHURCH AFFILIATION

Name of home church \_\_\_\_\_ Denomination \_\_\_\_\_

Location (City, State) \_\_\_\_\_ Phone Number \_\_\_\_\_

How long have you been a member of this church? \_\_\_\_\_ Name of Senior/Lead Pastor \_\_\_\_\_

In what capacity are you currently volunteering? \_\_\_\_\_ Name of person you currently serve under \_\_\_\_\_

Briefly explain when and how you became a Christ Follower \_\_\_\_\_

### INTERNSHIP INFORMATION

Internship requested in the following ministry areas \_\_\_\_\_

Reason for this choice \_\_\_\_\_

If an internship is not available for the ministry area you prefer, would you be interested in an internship in another ministry area? \_\_\_\_\_

EDUCATION INFORMATION

Name of High School attended \_\_\_\_\_ Graduation Date \_\_\_\_\_

Location (City, State) \_\_\_\_\_

List colleges, universities, or other schools you have attended:

Name \_\_\_\_\_ Location (City, State) \_\_\_\_\_

Dates attended \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

Name \_\_\_\_\_ Location (City, State) \_\_\_\_\_

Dates attended \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

Name \_\_\_\_\_ Location (City, State) \_\_\_\_\_

Dates attended \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

EMPLOYMENT INFORMATION

Current Employer \_\_\_\_\_ Current Position \_\_\_\_\_

Date Hired \_\_\_\_\_ Responsibilities \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Responsibilities \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Responsibilities \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

PERSONAL REFERENCES

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Years Known \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Years Known \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Years Known \_\_\_\_\_ Relationship \_\_\_\_\_

APPLICANT'S STATEMENT--READ CAREFULLY!

The information I have given is correct and may be verified by NewSpring Church if necessary. I understand that if I am admitted to the NewSpring Church Internship Program, NewSpring Church reserves the right to disqualify me from the Internship Program for any reason it deems appropriate. I hereby release and hold NewSpring Church harmless from all claims arising under this application. I further understand that a criminal record check may be conducted on me and I consent to any such check.

Signature

Date