



# sean casey animal rescue

A 501(C)(3) NON-PROFIT, NO-KILL SHELTER

Specializing in the rescue, rehabilitation and placement of dogs, cats, reptiles, amphibians, birds and small mammals.

## INTERNSHIP APPLICATION

### Internship Program:

Sean Casey Animal Rescue offers an unpaid internship program designed to give practical experience to people preparing for careers in non-profit organizational management and animal rescue, care and control operations.

Typically, a SCAR Internship will last 90-180 days (3 mos / 6 mos) and require between 15 and 20 hours per week of service. The specific length of the internship and work schedule for each participant will vary and is determined based on the requirements of the intern's academic institution, SCAR's needs and requirements, and what is mutually agreed upon during the interview process.

Applicant Information		
Last Name	First	Date
Street Address		Apt/Unit
City	State	Zip
Phone	Cell Phone	
Email address:		
Have you ever been convicted of a felony?		If yes please explain:
<input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about our internship program?		

Availability							
Please check semesters of availability:							
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other, please explain:							
_____							
Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 10a-2p)							
Afternoon (approx. 1p-5p)							
Evening (approx. 4p-8p)							

SEAN CASEY ANIMAL RESCUE IS A A 501(C)(3) NOT-FOR-PROFIT, NO-KILL SHELTER - EIN: 35-2244558  
 ADDRESS 1: 153 East 3rd Street, Brooklyn, New York 11218 (Windsor Terrace) - PHONE: 718.436.5163  
 ADDRESS 2: 551 39th Street, Brooklyn, New York 11232 (Sunset Park) - PHONE: 347.599.1500  
 EMAIL: [info@nyanimalrescue.org](mailto:info@nyanimalrescue.org)



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Experience/Education and Skills	
Current employment status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed
Current or most recent paid position held	
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school and concentration:
Level <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Computer Skills/Software Used:	

**Please indicate the areas that interest you:**

Dogs		Office/ Administrative/ Training	
Cats		Special Events	
Exotics / Other		Tasks that do not involve animals	

**Indicate Your Skill Set – Check All That Apply:**

**Administration/ Organizational Support**

- Bookkeeping
- Clerical
- Computer Network Administration
- Computer/ Database Programming
- Computer/ Internet Services
- Data Entry/ Word Processing
- Fundraising
- Grant Development
- Leadership
- Project Management
- Receptionist
- Sales/ Cashier
- Volunteer Recruitment/ Coordination
- Web Site Development

**Communications/ Marketing**

- Desktop Publishing
- Graphic Design
- Photography
- Public Relations
- Public Speaking
- Writing/ Editing
- Video Production

**Construction/ Maintenance**

- Carpentry
- Custodial
- Electrician
- Flooring / Tiling
- Handyman
- Painting



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### Animal Services

- Animal Transportation
- Dog Walker
- Cat Loft
- Groomers
- Veterinarian (Licensed)
- Veterinary Medicine
- Veterinary Technician

### Education

- Classroom Aide
- Teaching/ Instruction

### Special Event Support

- Concessions
- Event Coordinator
- Party Host/ Hostess
- Setup/ Cleanup

### Civic Participation/ Political

- Government Boards/ Commissions
- Government Intern
- Lobbying
- Newcomer Assistance
- Opinion Poll Survey

### Transportation

- Driver
- Moving Assistance

Name \_\_\_\_\_

Date \_\_\_\_\_

### Personal Conduct

SCAR expects its Interns to maintain a high standard of conduct and work performance to make sure the Rescue maintains its good reputation with the community, supporters, and patrons. Good personal conduct contributes to a good work environment for all.

Please keep these things in mind as you work with us:

- Treat staff, visitors, and others with courtesy and respect
- Treat the animals in a professional and caring manner
- Be proud of your professional appearance, language, and behavior
- Observe all policies and procedures
- Work safely at all times

Personal Information
Why are you interested in an internship in our organization?
What specific experience would you like to gain through this internship?
Describe your long-term career goals:



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## Evaluation

Please select all the options that apply to you:

I have carefully considered my schedule and I know I can make a commitment to my internship at the rescue

I have some time available and I wish to give back

I know that some of the animals are recovering from illness and injury and I am comfortable working with them

I treat my volunteer commitments with the same respect that I do with work obligations

I hope my internship work with the rescue will lead to a job with the rescue

I am in between jobs and am hoping to use my free time to be of service

I hope to meet other people and expand my social network

I want to use interning to additionally improve my English speaking skills

I am seeking an opportunity to gain experience in a shelter to add to my resume

## Professional References

Name	Relationship and contact info (e-mail and/or phone number)

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:

Date: