



TransActive GENDER CENTER

INTERNSHIP APPLICATION

In order for you to be considered for an internship you must submit a completed intern application form, cover letter and your resume. The information you provide on this application is for internal use only. No one outside of TransActive will be allowed access to the provided information without your express written consent.

CONTACT INFORMATION

Preferred Name Pronoun:

Legal Name and Birth Date:

Mailing Address:

Primary Email:

Primary Phone Number:

EMERGENCY CONTACT

Name and Relationship:

BACKGROUND CHECK

For the protection of those who utilize our services and in accordance with TransActive Gender Center's Volunteer and Intern Protocols and Procedures, and in keeping with the standards set by non-profit agencies, we are obligated to conduct a background check on all volunteers who have any contact with children, whether directly or indirectly. Felony or misdemeanor convictions do not necessarily disqualify you from volunteering or interning at TransActive. After your application has been received you will be directed in how to submit to a background check. There is a non-refundable processing fee associated with the background check.

On this basis, are you willing to submit to a background check? Yes No

If no, please explain:

PROGRAM SPECIFIC INFORMATION

Which internship are you applying for?

Dates Available / Start to End Date :

Days and Time Available - TransActive is open Tuesday, Wednesday, Thursday, and Friday 10A - 6PM. Educational and Support services events may fall on other days. (Family support groups meet on Saturdays)

Tue Wed Thu Fri Sat

PROGRAM SPECIFIC INFORMATION

Number of Internship Hours Required by School:

Internship Goals:

What is your experience and knowledge working with the transgender and gender diverse community? How do you effectively and compassionately communicate with individuals inside and outside the transgender and gender diverse community?

UNIVERSITY / SCHOOL CONTACT INFORMATION

University / School Name:

University / School Address:

Program / Department:

University / School Contact Name:

Contact Phone Number:

Contact Email Address:

COMPUTER SKILLS

WORD:

ACCESS:

DATA ENTRY:

EXCEL:

OUTLOOK:

DIGITAL DESIGN:

PUBLISHER:

GOOGLE DRIVE:

OTHER (LIST):

POWERPOINT:

GOOGLE CALENDAR:

Thank you for taking the time to complete this application. Please email your application, cover letter, and resume to TransActive Gender Center:

volunteer@transactiveonline.org

A TransActive team member will be in touch to advise you of the status of your application and what the next steps forward are.

Thank you!