



Internship Application – Collections Department
Interns must be 18 or older and/or completed one year of college level studies.

☞ **Please type application** ☞

Return application, cover letter & resume to Baltimore Museum of Industry, 1415 Key Highway, Baltimore, MD 21230 or email to cdurham@thebmi.org

Personal Information

First Name		M.I.	Last Name	
Local Address			City	State, Zip
Permanent Home Address (if different)			City	State, Zip
Home Phone	Cell Phone		Email	
Date of Birth				
Emergency Contact Name			Emergency Contact Phone	

Education Information

Present School		School Phone		
School Address				
Course of Study		Expected Year of Graduation	GPA	
Supervising Professor		Professor Phone	Is internship for school credit?	Hours required for credit:
Previous School		Course of Study / Degree Received / Year of Graduation		
Previous School Address				
Previous School Phone				

Employment Information (Please include a current Resume with the application.)

Employer – Dates of employment	Position/Responsibilities	Dates of Employment

Volunteer Information

List any previous and/or current volunteer experience.			
Organization/Duties	Dates of Service	Supervisor	Phone Number
List any special skills that you would bring to the museum (i.e. computers, carpentry, graphic design, photography, exhibit installation, PastPerfect, etc):			
What languages do you speak fluently?			
Are there any medical conditions that may affect your working at the museum? Interns must be able to stand for extended periods, climb ladders and lift 30 pounds.			

Internship Interests

What type of internship project are you interested in? (Objects, archives, library, processing, cataloging, inventory, photography.)
What goal do you expect to achieve through this internship?
What do you intend your schedule to look like? Days and hours each week?
Start and End Dates:
How did you become aware of internship opportunities at the BMI?

References ~ Name and Relationship	Contact Information

☛ Please provide any additional information below or on a separate page:

CRIMINAL BACKGROUND CHECK The Baltimore Museum of Industry reserves the option to conduct criminal background checks for prospective Interns. By signing this application, you authorize the Baltimore Museum of Industry to conduct an investigation entirely at the Museum's expense.

INTERN INTERVIEWS AND TRAINING Interns must be 18 or older and/or completed one-year college level studies. All prospective Interns must be interviewed prior to being accepted at the Baltimore Museum of Industry. Those selected are required to attend and complete the Baltimore Museum of Industry Intern program orientation and training before they begin to participate in the program. Their assigned supervisor will then train all Interns before they begin their duties. Some positions require ongoing training that occurs as the Intern becomes more involved in his/her assigned duties.

INTERNS: PLEASE READ, SIGN, AND DATE THE FOLLOWING:

I certify, to the best of my knowledge, that all information given by me in this application and in any other forms I complete during the application process is true and correct. I understand that false or misleading statements made by me or consequential omissions of any kind in the application process are sufficient cause for my not being accepted as an Intern or for my being dismissed if I am already an Intern, no matter when discovered.

I authorize the Baltimore Museum of Industry to investigate all of the information contained in this application. Any persons or organizations named are authorized to provide information regarding applicant employment, Intern history, character, and qualifications and they are hereby released from all liability for providing such information.

I understand that there will be an interview prior to my being accepted as an Intern and I will be expected to complete a Journal, Project Summary, and the required training for museum Interns.

Signature _____ Date _____

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