Dear Prospective Intern,

Thank you for your interest in interning with Covenant House New Orleans. Volunteers and interns are essential to fulfilling our mission to serve homeless and at-risk youth. Our program could not survive without the generous contributions of our volunteers’ time and talents.

Enclosed is an Intern Application, an Intern Questionnaire, and a Criminal Background Screening authorization and consent form. Please also include your resume and a list of three references when you send in your application materials. The references should be three professional or personal references not related to you.

After all of your necessary paperwork is received and your background check is cleared, we may invite you to our location for an interview and tour. We request that our interns are at least 18 years old, and commit to at least 10 weeks with us. Weekly time commitment can vary from 8 - 40 hours per week, depending on the position and your availability.

Thank you again for your interest in interning with Covenant House. I look forward to receiving your application. If you have any questions feel free to e-mail me at pmills@covenanthouse.org. You can also find out more information on our website, www.covenanthouseNOLA.org.

Thank you!

Palmer Mills

Volunteer Coordinator

Covenant House New Orleans

[pmills@covenanthouse.org](mailto:pmills@covenanthouse.org)

504-584-1184

**INTERN APPLICATION**

1. **PERSONAL DATA** *(Please print clearly)*

##### Name (First, Last)

Birth Date Phone Number Email Address

##### Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_ Zip Code

1. **AVAILABILITY**

Please indicate the days and times you are available

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 9am-10am | 10am-11am | 11am-12pm | 12pm-1pm | 1pm-2pm | 2pm-3pm | 3pm-4pm | 4pm-5pm |
| Monday |  |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |  |

Comments:

Preferred internship start date: Preferred internship end date:

Preferred weekly time commitment: Do you have access to a car? Yes No

1. **EMERGENCY CONTACT**

In case of emergency, please notify:

Day-Time Phone Evening Phone Cell Phone

1. **BACKGROUND & EDUCATION**

##### Have you ever worked for or volunteered at Covenant House? Yes No If yes, when?

What college/university do you currently attend?

(Name of school, city, state and zip code)

Expected date of graduation: Major(s)/Minor(s):

1. **CERTIFICATION**

I hereby certify that the above information is true and complete to the best of my knowledge. I understand that any false or misleading statement which I have supplied can be grounds for denying intern placement or termination of intern work.

Signature Date

Covenant House does not discriminate against applicants by reason of race, color, age, sexual orientation, sex, religion, national origin, or disability status.

**INTERN QUESTIONNAIRE**

What intern position(s) are you interested in:

 Social Media & Communications Intern

 Volunteer Coordination Intern

 Administration Intern

 Fundraising & Development Intern

 Finance Budget Analyst Intern

 Other (please specify)

Why are you interested in interning with Covenant House, and specifically in the above position(s)?

What would you like to gain from this internship, and how do you think that you can contribute to Covenant House during your internship?

Because volunteers/interns under the age of 22 are not allowed to engage in direct care with our residents, our internship positions are primarily focused on indirect service and capacity building. Why do you think this type of work is important, and why do you think it is a good fit for you?



**Covenant House Background Check Consent Form**

**Disclosure**

We (**Covenant House New Orleans**) will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. These purposes may include hiring, contract, assignment, promotion, re-assignment, and termination. The reports will include information about your character, general reputation, personal characteristics, and mode of living.

We will obtain these reports through a consumer reporting agency. Our consumer reporting agency is General Information Services, Inc. GIS’s address is P.O. Box 353, Chapin, SC 29036. GIS’s telephone number is (866) 265-4917. GIS’s website is at [www.geninfo.com.](http://www.geninfo.com/)

To prepare the reports, GIS may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, law-suits, driving record, credit history, and any other information with public or private information sources. The records search will go back through 7 years of residency.

You may inspect GIS’s files about you (in person, by mail, or by phone) by providing identification to GIS. If you do, GIS will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification.

If GIS obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please sign below to acknowledge your receipt of this disclosure.

Signature Date

Printed Name

**Authorization**

**Authorization**: By signing below, you authorize: (a) General Information Services, Inc. (“GIS”) to request information about you from any public or private information source; (b) anyone to provide information about you to GIS; (c) GIS to provide us (**Covenant House New Orleans**) one or more reports based on that information; and (d) us to share those reports with others for legitimate business purposes related to your employment. GIS may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, law- suits, driving record, credit history, and any other information with public or private information sources. You acknowledge receiving the Federal Trade Commission’s “Summary of Your Rights under the Fair Credit Reporting Act.” You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or employee with us.

The Federal Trade Commission provides a summary statement of your rights on its website at [www.ftc.gov/credit. This](http://www.ftc.gov/credit.This) summary is attached. By signing below, you acknowledge receipt of this document.

**Personal Information**: Please print the information requested below to identify yourself for GIS.

##### Printed name:

##### First Middle Last Maiden

Other names used:

Provide all addresses resided in the last 7+ years:

Current

from Mo/Yr to Mo/Yr Street City, State & Zip

from Mo/Yr to Mo/Yr Street City, State & Zip

from Mo/Yr to Mo/Yr Street City, State & Zip

from Mo/Yr to Mo/Yr Street City, State & Zip

Some government agencies and other information sources require the following information when checking for records. GIS will not use it for any other purposes.

Date of birth Social security number

Driver’s license number & state Name as it appears on license

Signature Date

***Para informacion en espanol, visite*** [***www.ftc.gov/credit***](http://www.ftc.gov/credit) ***o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.***

###### A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell infor- mation about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to** [**www.ftc.gov/credit**](http://www.ftc.gov/credit) **or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

* **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
* **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security num- ber. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  + a person has taken adverse action against you because of information in your credit report;
  + you are the victim of identify theft and place a fraud alert in your file;
  + your file contains inaccurate information as a result of fraud;
  + you are on public assistance;
  + you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide cred- it bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

* **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
* **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccu- rate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
* **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
* **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
* **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need–usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
* **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit.](http://www.ftc.gov/credit)
* **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “pre- screened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
* **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
* **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit.](http://www.ftc.gov/credit)

###### States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforc- ers are:

|  |  |
| --- | --- |
| TYPE OF BUSINESS: | CONTACT: |
| Consumer reporting agencies, creditors and others not listed below | Federal Trade Commission: Consumer Response Center – FCRA; Wash- ington, DC 20580 1-877-382-4357 |
| National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name) | Office of the Comptroller of the Currency; Compliance Management, Mail Stop 6-6; Washington, DC 20219; 800-613-6743 |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks) | Federal Reserve Consumer Help (FRCH); P O Box 1200; Minneapolis, MN 55480; Telephone: 888-851-1920;  [www.federalreserveconsumerhelp.gov](http://www.federalreserveconsumerhelp.gov/)[;](mailto:ConsumerHelp@FederalReserve.gov) [ConsumerHelp@FederalReserve.gov](mailto:ConsumerHelp@FederalReserve.gov) |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | Office of Thrift Supervision; Consumer Complaints; Washington, DC 20552; 800-842-6929 |
| Federal credit unions (words "Federal Credit Union" appear in institution's name) | National Credit Union Administration; 1775 Duke Street; Alexandria, VA 22314; 703-519-4600 |
| State-chartered banks that are not members of the Federal Reserve System | Federal Deposit Insurance Corporation; Consumer Response Center, 2345 Grand Avenue, Suite 100; Kansas City, Missouri 64108-2638; 877-275-  3342 |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission | Department of Transportation; Office of Financial Management; Washing- ton, DC 20590; 202-366-1306 |
| Activities subject to the Packers and Stockyards Act, 1921 | Department of Agriculture; Office of Deputy Administrator – GIPSA; Washington, DC 20250; 202-720-7051 |

ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

Section 751. Applicability.

Section 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. Section 753. Factors to be considered concerning a previous criminal conviction; presumption.

Section 754. Written statement upon denial of license or employment. Section 755. Enforcement.

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

1. "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
2. "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
3. "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
4. "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
5. "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or pri- vate employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such em- ployment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or

acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

1. there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
2. the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
   1. The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
   2. The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
   3. The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
   4. The time which has elapsed since the occurrence of the criminal offense or offenses.
   5. The age of the person at the time of occurrence of the criminal offense or offenses.
   6. The seriousness of the offense or offenses.
   7. Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
   8. The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of spe- cific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a writ- ten statement setting forth the reasons for such denial.

§ 755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.