



INTERNSHIP PROGRAM INFORMATION

The Tibetan Association of Northern California (TANC) is pleased to offer up to six unpaid internships during the year – two each in Winter/Spring, Summer and Fall. The internship program is designed to provide students and recent graduates with a hands on opportunity to work in a small community-based nonprofit. Interns will have the opportunity to undertake both general tasks as well as work on specific projects. Internships may also involve travel within the Bay Area, attending various events, and meeting with Northern California Tibetan community members.

Eligibility: A candidate must be a high school senior; an undergraduate student; a graduate student, or a recent graduate.

General Information: Interns are expected to work between 15 and 20 hours a week during an 8 to 12 week internship period. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement can be made between TANC and the intern's college or university.

Application Procedures: Candidates must complete an application form and submit it with their cover letter and resume.

Application Deadlines:

- Summer program: applications must be postmarked by **February 15**.
- Fall program: applications must be postmarked **July 15**.
- Winter/Spring program: applications must be postmarked by **November 15**.

Mail Applications to:

TANC – Internship Program

2288 Fulton Street
Berkeley, CA 94704

For more information and questions, please call: (510) 666-1355. Email: contact@tanc.org



INTERNSHIP APPLICATION FORM

Name: _____

School Address: _____

Permanent Address: _____

School Telephone Number: _____

Permanent Telephone Number: _____

E-mail Address: _____

Are you requesting that your school grant you credit hours for your internship? _____

Dates available to perform internship: _____

Education:

| TYPE OF SCHOOL | NAME AND LOCATION | DEGREE/DATE | MAJOR |
|----------------|-------------------|-------------|-------|
| High School | _____ | _____ | _____ |
| College | _____ | _____ | _____ |

Scholastic Honors and/or Awards: _____

Employment:

Most Recent Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

Reference:

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Known how long: _____

Why you would like to do a TANC internship?

I certify that all of the statements in this application are true and complete to the best of my knowledge.

Signature: _____ Date: _____