

**Department of Defense  
Centralized Intern Program  
2010 Summer Session Application**

The Department of Defense (DoD) is seeking motivated student interns with the right aptitude and attitude to fill various job opportunities in a challenging and rewarding work environment. The Internship Program is designed to provide students with real-world experience in all areas DoD. DoD Centralized Intern Program goal is to facilitate the building of a competent, diverse, and highly-skilled civilian workforce, ready to meet 21st century global challenges, and supports the department's national security mission. Brooks & Associates (B&A), LLC in partnership with DoD, will manage this program.

B&A, in coordination with the government point of contact, will assign students to professional jobs supporting various DoD hosting organizations and/or departments. Candidates will perform assigned tasks in a fast pace, dynamic environment, under the close supervision of government and B&A employees.

Candidates must be willing to perform office work in a professional and effective manner; present a positive attitude and willingness to accept assignments; and maintain appropriate dress attire. B&A will place student interns in jobs throughout the National Capitol Region (Washington DC, Maryland, and Northern Virginia) area. Candidates are considered B&A employees; and as such, candidates will receive B&A benefits and logistical support.

You can complete the application below to apply for this opportunity. Please review your application prior to submission. Make sure all required fields are completely filled out. A red asterisk (\*) will appear next to any incomplete fields. The system will not allow you to submit an incomplete application, even if you click on the submit button. You have to clear all asterisks before you click the submit button.

Fields in bold are required.

**I. PERSONAL INFORMATION**

**First Name:**

**Middle Name:**

**Last Name:**

**Current Address:**

**Address 2:**

**City:**

**State:**

**Current Phone:**

**Permanent Address:**

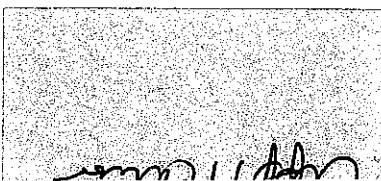
**Address 2:**

**City:**

**State:**

**Permanent Phone:**

**E-mail:**



Are you a US Citizen?  Yes  No

Social Security #:  -  -

Date of Birth:  /  /   
Month / Day / Year

Place of Birth:

What is your gender?  Male  Female

What is your ethnicity?

Are you a military dependent?  Yes  No

Have you served in the United States Military Service?  Yes  No

Are you currently on Active Duty Reserves or National Guard?  Yes  No

Do you have a valid driver's license?  Yes  No

License#:

In which state is your license issued:  Select

Will you have the means to get to work if public transportation is not available?  Yes  No

Parent, legal guardian, spouse or other person to be notified in case of emergency:

First Name:

Last Name:

Relationship:

Address:

Address 2:

City

State:

Home Phone:

Work/Cell Phone:

## II. SCHOOL INFORMATION

What university do you attend?

Are you currently enrolled in a 2 or 4 year accredited university located in the USA?  Yes  No

If no, explain:

Are you enrolled in an undergraduate program?  Yes  No

Are you enrolled in a graduate program?  Yes  No

Are you a full time or part time student?  Select

What is your major?

What is your GPA?

Is your school classified as a Historically Black College or University?  Yes  No

Is your school classified as a Hispanic College or University?  Yes  No

Is your school classified as a Trial College or University?  Yes  No

**III. REQUIRED DOCUMENTATION**

Please upload your resume and include honors, scholarships, achievements, awards, extra curricular activities (college and professional), community activities, and list all employment, including volunteer work.

Please upload a copy of your unofficial transcript. (If you are selected for the program, an official transcript is required to complete your application.)

Please upload a brief essay (100-150 words) indicating why you would like to participate in the internship program.

**IV. LANGUAGE PROFICIENCY**

Do you know sign language?  Yes  No

Do you speak, write and read English fluently?  Yes  No

If no, explain:

Do you speak, write or read any other language(s)  Yes  No

If yes, indicate language(s):

**V. AVAILABILITY FOR ASSIGNMENT**

What date are you available to report?

Are you available 8 – 10 full weeks during the summer?  Yes  No

**VI. DISCLOSURES**

Failure to answer each question truthfully may delay processing your application and may be grounds for not hiring you. A background investigation will be conducted on applicants upon selection.

Have you been dismissed from any job for unethical behavior?  Yes  No

If yes, explain:

Are you under charges or investigation for any violation of law committed as an adult?  Yes  No

If yes, explain:

**VII. ACCOMMODATIONS**

Will you need assistance in locating housing in the Washington, D.C. area?  Yes  No

Do you require auxiliary aids or services as specified under the American with Disabilities Act?

Yes  No

If yes, explain:

**VIII. SIGNATURE**

I certify that the information submitted above is accurate to the best of my knowledge and I may be disqualified and/or dismissed if false information is presented. If for some reason it becomes necessary for me to withdraw my application, I agree to notify Brooks & Associates, LLC, immediately so that I will not deprive someone else of the chance to participate. I give permission to Brooks & Associates, LLC, to share this information for the purpose of recruitment and placement. In consideration of submitting this application, I recognize that by applying to the program I grant Brooks & Associates, LLC, freedom to use my name, likeness and/or words in the production of publicity, educational and promotional materials.



**Applicant:**

**Date:**

March  /  9  / 2010

**Submit Application**



**Department of Defense  
 Centralized Intern Program  
 2010 Summer Session Application  
 ~ Demographics Form ~**

You have reached the second phase of the application process for the Department of Defense Centralized Intern Program. Brooks & Associates, LLC would like to request additional demographic information from each applicant.

Please complete the following fields. Make sure all required fields are completely filled out. A red asterisk (\*) will appear next to any incomplete field. The system will not allow you to submit an incomplete application, even if you click on the submit button. You have to clear all asterisks before you click the submit button.

Fields in **bold** are required.

**I. PERSONAL INFORMATION**

**First Name:**   
**Last Name:**   
**E-mail:**   
 (Enter the same e-mail address you entered on the application)

*Handwritten signature: [Signature]*

**II. REQUIRED DEMOGRAPHIC INFORMATION**

**What is your gender?**  Male  Female  
**What is your ethnicity?**   
**Where were you born?**   
**Are you a military dependent?**  Yes  No

**III. SCHOOL INFORMATION**

**What university do you attend?**   
**Are you currently enrolled in a 2 or 4 year accredited university located in the USA?**  Yes  No  
**Are you enrolled in an undergraduate program?**  Yes  No  
**Are you enrolled in a graduate program?**  Yes  No  
**Are you a full time or part time student?**  Select   
**What is your major?**   
**What is your GPA?**   
**Is your school classified as a Historically Black College or University?**  Yes  No

Is your school classified as a Hispanic College or University?  Yes  No

Is your school classified as a Trial College or University?  Yes  No

**IV. AVAILABILITY FOR ASSIGNMENT**

What date are you available to report?

Are you available 8 – 10 full weeks during the summer?  Yes  No

**VII. SIGNATURE**

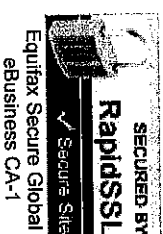
I certify that the information submitted above is accurate to the best of my knowledge and I may be disqualified and/or dismissed if false information is presented. If for some reason it becomes necessary for me to withdraw my application, I agree to notify Brooks & Associates, LLC, immediately so that I will not deprive someone else of the chance to participate. I give permission to Brooks & Associates, LLC, to share this information for the purpose of recruitment and placement. In consideration of submitting this application, I recognize that by applying to the program I grant Brooks & Associates, LLC, freedom to use my name, likeness and/or words in the production of publicity, educational and promotional materials.

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