



Date:

262 Martin Ave, Highland, NY 12528 T: 845-691-6900 F: 845-691-9361 www.wsdg.com

INTERNSHIP APPLICATION

Please complete the entire form. Submit electronically with an attached resume and photo to info@wsdg.com. Send attachments in Microsoft Word or PDF formats only.

1. Contact Information

1.1 Name:

1.2 Address:

1.3 City:

1.4 State:

1.5 Zip:

1.6 E-mail:

1.7 Cell Phone:

2. Emergency Contact Information & Medical History (all information is strictly confidential)

2.1 Emergency Contact Name:

2.2 Contact Phone:

2.3 Relationship:

2.4 Please list all medications to which you are allergic:

2.5 Please list all other allergies:

2.6 Please list any medical conditions that can be triggered by stress (for example: asthma, social anxiety disorder, ADHD, heart conditions, etc.):

2.7 Please list any other conditions or disorders of which we should be aware:

3. Background Information

3.1 Driver's License Number:

3.2 State:

3.3 Expiration Date:

3.4 Date of Birth:

3.5 School you are attending or from which you have graduated:

3.6 Major:

3.7 Minor:

3.8 Expected date of graduation or date of graduation:

3.9 Other certificates, awards, or accreditations:

4. Skills and Experience

4.1 How did you hear about WSDG and what attracted you to us?

4.2 The internship period is 4 months. When are you available to begin an internship? Please include specific dates. You may list more than one 4-month period.

4.3 Have you ever worked in an office before? If so, what kind of work did you do? If not, what kind of jobs have you held?

4.4 Please list your computer/office skills:

Library Organization

Bluebeam/Acrobat

Web Research

Photoshop

Word

PowerPoint

Excel

Filing

Basic IT

Telephone

4.5 Please list your architectural drafting skills:

AutoCad Version(s) _____

Advanced

Intermediate

Beginner

Revit

Version(s) _____

Advanced

Intermediate

Beginner

Other (please list):

4.6 Please list your acoustical measurement / prediction skills:

EASERA

EASE

CATT Acoustics

Other (please list):

4.7 Other skills:

4.8 All interns are required to have a cell phone and a driver's license. Can you meet this requirement?

5. Internship Details

5.1 What are your expectations of an internship and what do you hope to accomplish? Please be very specific and realize interns begin with low-level tasks but graduate to higher level tasks with good performance.

5.2 Why do you feel an internship with us is right for you?

5.3 What do you feel you have to offer WSDG and how do you plan to be a productive member of our team?

5.4 How can we help you achieve your goals?

5.5 What is your biggest strength and your biggest weakness? Please explain.

5.6 Do you enjoy cooking? And if so what is one of your favorite recipes to cook?

5.7 Additional Comments/Notes: