

<b>APPLICATION COMPLETION INSTRUCTIONS AND CHECKLIST</b>
--

- Materials must be submitted before January 15, incomplete or late applications will not be considered.
  - Application submitted on-line at [internship.ahss.org](http://internship.ahss.org)  
*Before you can complete the application online please review the questions below and be prepared to answer completely, have electronic copy of resume available to attach to application.*
  - Resume – attached to application
  - Official Copy of Transcripts (*as of last term completed*) mailed by school to appropriate contact person
  - Three (3) Completed Reference Forms – print form offline, sign and give to reference with addressed stamped envelope to be returned appropriate contact person  
*(Suggested that one reference be school/program related, another be church related, and the third work related)*
- Contact Person - Resume, transcripts and references should be mailed to:

Amy Zbaraschuk, AHS VP of Finance, Corporate Controller  
111 N. Orlando Ave., Winter Park, FL 32789

**Starting December 12, 2011 please mail to:**

Amy Zbaraschuk, AHS VP of Finance, Corporate Controller  
900 Hope Way, Altamonte Springs, FL 32714

<b>APPLICATION QUESTIONS</b>
------------------------------

**Section I** – In the section, you will be indicating which of the internships and/or residency programs that you are interested in being considered, along with your preferred ranking (1 = first choice, 2 = second choice and so on).

**Section II** – This section include your school and degree information.

- College and Anticipated Graduation Date
- Major(s) / Minor(s)
- GPA in Major / Overall GPA

**Section III** – This section includes your contact information, current or school address, etc. and your permanent or home address information.

**Section IV** – This is the application question section, designed to help us understand you and your career goals better. In addition to this information you will be providing us with a current resume and official transcripts from the school.

Suggestion: It might be easier to type up your responses to these questions beforehand and then “cut and paste” your responses into the online application fields.

- a) List computer skills including word processing, spreadsheet, database and other programs.
- b) List Honors, Awards, Scholarships.
- c) Extracurricular activities in college, church or community: *List leadership positions held.*
- d) What are your long-term career objectives? How are you preparing yourself to achieve them?
- e) Why would you like to become an intern / resident or an employee of Adventist Health System?
- f) Describe some of your general interests and hobbies.

**Section V** – In this section we are seeking your geographic preferences, vehicle availability, comments and affidavit of authenticity.