

APPLICATION COMPLETION INSTRUCTIONS AND CHECKLIST
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- Materials must be submitted before January 15, incomplete or late applications will not be considered.
 - Application submitted on-line at 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:

Michael Wood, Director AHS Leadership Development
111 N. Orlando Ave., Winter Park, FL 32789

Starting December 12, 2011 please mail to:

Michael Wood, Director AHS Leadership Development
900 Hope Way, Altamonte Springs, FL 32714

APPLICATION QUESTIONS

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.