

# WOMEN IN PROGRESS

## WOMEN IN PROGRESS INTERNSHIP REGISTRATION FORM

### GENERAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Region: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State/Region: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender?  M  F

Please specify your estimated departure date: \_\_\_\_\_

Programs typically last between 3-12 weeks. Please specify approximately how many weeks would like your program to last: \_\_\_\_\_

How did you hear about *Women in Progress*? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been to Africa before?  No  Yes  
If yes, please specify where you traveled to and where: \_\_\_\_\_  
\_\_\_\_\_

Please describe any other previous international travel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate whether you would prefer to stay in volunteer housing or with a Ghanaian family (Please note that there is an additional fee to be hosted by a Ghanaian family.): \_\_\_\_\_  
\_\_\_\_\_

# SKILLS

Please assess your skill level based on the following scale (circle one):

**1 = No Knowledge      2 = Some Knowledge      3 = Competent      4 = Expert**

## BUSINESS/IT

Market Research	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Accounting/Finance	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Microsoft Office Applications	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Grant Writing/Fundraising	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Business/Strategic Planning	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Sales/Marketing	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Computer Networking	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Journalism/Business Writing	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Manufacturing/Supply Chain	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Public Relations	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Other:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Other:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

## DESIGN/MERCHANDISING

Product Design: _____	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Trend Forecasting	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Pattern Drafting	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Research and Development	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Surface Textile Design	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Merchandising	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Other:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Other:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

## MEDIA DESIGN

Adobe Illustrator	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	HTML	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Adobe Photoshop	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Adobe InDesign	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Film Production/Editing	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Graphic Design	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Photography	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Web Design	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Other:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Other:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

## TRAINING

Classroom Teaching	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Subject Taught:
One-on-one Tutoring	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Subject Taught:
Workshop Facilitation	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Subject Taught:

Briefly describe your experience for any skill rated at the Competent (3) or Expert (4) levels (i.e. Worked 2 years as management consultant, Accounting major in college, etc.):

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## Education

	Name of Institution	Field(s) of Study	Year Graduated
High School			
University			
Graduate			
Post-Graduate			

Please describe any other classes or educational experiences that may be relevant:

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## Employment History

Please send a resume **or** discuss your work history below:

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## INTERESTS

Please indicate which of the skills listed from page 2 that you are most interested in exercising during your internship in Africa ("1" being the most interested). These don't have to be the areas in which you have the highest level of skill. List at least three.

	Category <sup>1</sup>	Skill <sup>2</sup>	Specific Interest/Comments
1			
2			
3			
4			
5			

Are you willing to work in any area of need, regardless of your specified interests?  No  Yes

<sup>1</sup> i.e. Business/IT, Design/Merchandising, Media Design, Training

<sup>2</sup> i.e. Market Research, Product Design, Adobe Illustrator, Classroom Teaching

Please rate your general ability to work unsupervised on a scale of 1 to 10: \_\_\_\_\_  
(1=you need firm direction & instructions, 10=you can assess most situations, suggest solutions, and implement them with little or no direction). [Please note: There are positions for all types of individuals.]

Do you work better alone or in a team environment? \_\_\_\_\_

What is your primary motivation for doing an internship with *Women in Progress*?

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Please list any other factors you would like us to consider when making an internship match:

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I understand that I will be required to have international medical insurance. If my existing medical insurance does not cover travel in Ghana, I will purchase supplemental international medical insurance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NEXT STEPS

Please mail this **Internship Registration Form** together with your non-refundable US\$100 deposit to the following address in order to initiate the placement process:

***Women in Progress***  
**P.O. Box 18323**  
**Minneapolis, MN 55418**

After receiving this, *Women in Progress* will contact you within two weeks to discuss your interests and potential internship positions. If *Women in Progress* is able to make a successful match, you will receive the following:

- Volunteer Orientation Kit (introduction to the culture, tips on packing and traveling, what to expect, etc.)
- Internship Assignment (contains an overview of your assigned business and location, the project's objectives, an explanation of your role on the project and if you have volunteered to teach training courses, the chosen topic for those training courses)
- Health & Emergency Contact Form (you must sign and return)
- Volunteer Agreement (you must sign and return)