

Atlanta

Athens

Cartersville

# Internship Application

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QUALITY CARE  
*for* CHILDREN  
*Learning when it matters most*

A Child Care Resource & Referral Agency

[www.qualitycareforchildren.org](http://www.qualitycareforchildren.org)

## **INTERNSHIPS AT QUALITY CARE FOR CHILDREN**

Quality Care for Children (QCC) is a Child Care Resource and Referral (CCR&R) Agency in Georgia with offices in Atlanta, Athens, and Cartersville that serve 46 counties. QCC is an all-in-one resource for and about child care and afterschool care. We offer various learning opportunities for students achieving degrees in Early Childhood Education, Counseling, and related fields, or experience that indicates comparable knowledge.

We welcome all applicants who have demonstrated academic excellence and have displayed a commitment to the development of young children.

## **THE APPLICATION PROCESS**

Please complete all sections of the application thoroughly. Although providing the information requested is voluntary, failure to provide complete answers may affect the review and consideration of your application.

Your application must include all of the following in order to be considered:

- Internship Application Form (attached – only include the form)
- Current Resume
- One paragraph statement of intent describing why you want to be an intern at Quality Care for Children
- Writing sample (The topic should relate to your major, personal history, or current events, and be at least one paragraph or be 500 words or less.)
- Two letters of recommendation (photocopies are acceptable)
- An unofficial transcript

The application and all requested information should be submitted together.

Please keep a photocopy of your completed application for your files. Given the volume of incoming applications, we will not be able to return any of the materials we receive.

Failure to meet any of the above-mentioned requirements may delay, or even prevent, the review of your application.

TYPES OF INTERNSHIPS AT QCC				
Internship	Level of Interaction			
	Children	Parents	Providers/ Teachers	Community & Business Leaders
<b>Technical Assistance and Training</b> Interns will assist Early Care and Learning Specialists with child care providers in improving the quality of their child care centers, family child care homes, and afterschool programs.	Moderate	Low	High	Low
<b>Inclusion</b> Interns will work in Georgia Pre-K, child care centers and family child care homes to create inclusive learning environments for children with special needs in conjunction with Inclusion Coordinators.	Moderate	High	High	Moderate
<b>Emergency Child Care (ECC)</b> <i>Offered only in Metro Atlanta</i> Interns will assist parents experiencing a temporary crisis such as homelessness, hospitalization, or starting a new job. Interns will assist ECC Managers with making referrals for parents and work with various community organizations.	Low	High	High	Moderate
<b>Resource and Referral</b> Interns will assist staff with varying facets of the CCR&R: technical assistance, training, inclusion, and parent counseling. Parent counselors provide referrals to families seeking child care and educate parents on how to identify high quality care.	Low	High	High	Moderate
<b>Marketing and Fundraising</b> <i>Offered only in Metro Atlanta</i> Interns will assist development and marketing staff with special events, fundraising campaigns and marketing.	Low	Low	Low	High

## **SEND COMPLETED APPLICATIONS TO:**

Candidates should submit completed applications to the offices where they wish to intern by fax or email. Contact information for each office is shown below:

### **Metro Atlanta**

Atlanta

Email: [reynaldo.green@qualitycareforchildren.org](mailto:reynaldo.green@qualitycareforchildren.org)

Fax: 404-479-4166

### **North Georgia**

Cartersville

Email: [gloria.calhoun@qualitycareforchildren.org](mailto:gloria.calhoun@qualitycareforchildren.org)

Fax: 678-721-6676

### **East Georgia**

Athens

Email: [lisa.bledsoe@qualitycareforchildren.org](mailto:lisa.bledsoe@qualitycareforchildren.org)

Fax: 706-543-3077

## **COMPENSATION**

Please note that all internships are unpaid.

## **ACADEMIC CREDIT**

Awarding academic credit for an internship is at the discretion of your college or university. However, we will assist you in providing appropriate information as requested by your school. Arrangements for accreditation should be made before you begin your internship.

# Quality Care for Children Internship Application Form

**PLEASE TYPE OR PRINT LEGIBLY**

Indicate your earliest starting date and latest ending date:

As best as you can, please list on what days and at what times you are available:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

*Note: Interns are expected to make a commitment of at least 24 hours per week.*

Indicate the internship(s) for which are you applying:

Technical Assistance and Training

Inclusion

Resource and Referral

Emergency Child Care

Fundraising and Marketing

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
                    Last                      First                      Middle Initial

Place of Birth: \_\_\_\_\_  
                                    City                                      State

U.S. Citizenship: yes \_\_\_\_ no \_\_\_\_                      Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address:                                      Permanent Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Are you a registered voter? yes \_\_\_\_ no \_\_\_\_ If yes, in which state \_\_\_\_\_

Prior Early Childhood/Non-profit experience:  
\_\_\_\_\_

Areas of Interest:  
\_\_\_\_\_

How did you hear about Quality Care for Children's Internship Program?  
\_\_\_\_\_

**ACADEMIC INFORMATION**

College/University: \_\_\_\_\_

College/University Address: \_\_\_\_\_

Major: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ GPA: \_\_\_\_\_ Major: \_\_\_\_\_

**SECURITY QUESTIONS**

Have any disciplinary or administrative actions (i.e. probation, suspension, expulsion) been taken against you by your school or are any pending?  
yes \_\_\_\_\_ no \_\_\_\_\_

Have you ever been charged with or convicted of any criminal offense, DUI/DWI or misdemeanor offense? yes \_\_\_\_\_ no \_\_\_\_\_

Have you ever used, possessed, supplied or manufactured any illegal drugs?  
yes \_\_\_\_\_ no \_\_\_\_\_

If you answered "Yes" to any questions mentioned above, please explain and include the dates of the actions on a separate page.

**CERTIFICATION**

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that knowingly falsifying answers will lead to the rejection of my application or immediate dismissal from the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>WHICH ANSWER BEST DESCRIBES HOW YOU FEEL OR ACT MORE OF THE TIME?</b> <small>(Put statement number "1" or "2" on the line preceding the item.)</small>	<b>THINKING OF WHAT THE WORDS MEAN RATHER THAN HOW THEY LOOK OR SOUND WHICH WORD IN EACH PAIR APPEALS TO YOU MORE?</b> <small>(Put the number "1" or "2" on the line preceding the item.)</small>																																																								
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