



Institute for Family Health

Application for Interns and Volunteers

v5 11/20/17

2006 Madison Ave
New York, NY 10003
www.institute.org

Dear Intern or Volunteer Applicant:

Thank you for your interest in applying for a placement at the Institute for Family Health!

The Institute for Family Health is committed to fostering the development of future health professionals by creating engaging opportunities for individuals interested in pursuing healthcare careers. Those placed at the Institute have the chance to get an in-depth look at how community health centers function and to learn about future healthcare careers. Applicants may be placed in various departments, including in health centers, community outreach, or program development, depending on their experience and interests.

Please find our *Application for Interns and Volunteers* attached. In order to be considered for a placement, you will need to complete and submit both pages along with a copy of your current résumé or curriculum vitae to the Placements Coordinator. Once these completed documents are received, the Institute will determine if there is an appropriate placement available for you. **In the meantime, we encourage students to apply to other organizations as well, since placements at the Institute are limited, and therefore, competitive. Submitting an application does not in any way guarantee a placement.**

Students seeking school credit must have a placement agreement on file between the Institute and the school before the student can begin. When a student applies, the Placements Coordinator will check to see if an agreement is already in place. If not, the Coordinator will work with the student's advisor or program to secure one. An example of the Institute's placement agreement can be found in the *Student Placements* section of the Institute's website: www.institute.org. *Note: This process can take several months as your school's attorneys may need to process the contract.*

Securing a placement (if one is available) can take up to four weeks, and collecting all the necessary paperwork can take another two; please plan accordingly, allowing plenty of time before your intended start date. Once a placement is located, the intern or volunteer will be sent an onboarding packet. This includes a tracking form for the New York State Area Health Education Center (AHEC), an initial health assessment form, and a statement declaring the Institute's Human Resources policies (which will also be included) have been read and understood.

If you have any questions, you may contact the Student Placements Coordinator at the email address listed below. Please keep this letter for your reference.

Healthy Regards,

Katrina Organ
Program Coordinator
Student & Volunteer Placements and The Community Health Practicum
Institute for Family Health
2006 Madison Avenue
New York, NY 10035

Please submit all application materials or questions to the Student Placements Coordinator:
placements@institute.org or (212) 633-0800 ext 1365



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Please complete this entire application and include a copy of your résumé or C.V. in order to be considered for placement.

I am applying as a(n): Intern for School Program Requirement Volunteer or Short-term Shadow

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Phone: _____ Email: _____

Languages Spoken (Please indicate level of proficiency): _____

School & Program Information

Current/Highest Level of Education: High School Undergraduate Graduate Doctoral Other: _____

School: _____ Program/Field: _____

Year in Program/School: 1st 2nd 3rd 4th Graduated: _____ Date _____ Other: _____

Advisor: _____ Title: _____

Phone: _____ Email: _____

Requirements & Availability

What is your purpose in seeking this placement? General Experience Prerequisite Course Credit/Clinicals Other: _____

What type of preceptor/supervisor are you seeking? Nurse Nurse Practitioner Physician Other: _____

When would you like your placement to begin? _____ What is the ideal duration of your placement? _____
Approximate Date/Range Number Wks / Mos Check One

What is your target number of days per week? _____ What is your target number of hours per day? _____

Please mark with an "X" the days and times you would be available (if known):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

Where would you be willing to be placed? Manhattan the Bronx Mid-Hudson Valley

Specific location preferences or limitations: _____

Applicant's Statement & Signature

Are you related by birth, marriage, or cohabitation to any employee of the Institute? No Yes: _____
Please explain

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for an internship or student placement as may be necessary in arriving at a placement decision.

I authorize the Institute for Family Health to obtain information about me from my previous school(s) attended. I also authorize my previous school(s) attended to disclose to the Institute for Family Health such information as may be requested about me including but not limited to copies of evaluations and transcripts, and any information regarding disciplinary actions and notations regarding performance issues.

I understand that false or misleading information given in my application or interview may result in disqualification for internship or student placement. I understand that I am required to abide by rules and regulations of the Institute and all applicable laws and regulations.

Signature of Applicant

Date

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Applicant Interest Statements

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Name: _____

1. What area of public health or family practice are you most interested in? Please be as specific as possible. If there are particular programs that interest you at the Institute for Family Health, please list them.

2. What goal(s) do you want to accomplish during your internship or volunteer experience at the Institute for Family Health?

3. What experience or interest do you have in working with medically underserved populations?

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