

Ho-Chunk, Inc. 2019 Summer Internship Program

Deadline to apply by March 15th, 2019



PURPOSE

The Ho-Chunk, Inc. Summer Internship Program will provide valuable work experience within a business environment to outstanding college students ranging from the freshman year through the master's level. The purpose of the program is to provide summer employment, positive work training experience, identify and track potential tribal members for potential full-time employment. Each intern will be assigned to a specific business unit within Ho-Chunk, Inc. and a supervisor/coach based on their educational goals and interests. Information about Ho-Chunk, Inc. and its subsidiaries can be found at www.hochunkinc.com

APPLICATION PROCESS

All applicants must submit a completed application, resume, letter of interest, completed recommendation form and current academic transcripts cumulative GPA to the following address no later than Friday, March 15, 2019; incomplete applications will not be accepted. An interview will be scheduled for each applicant who submits a completed application and meets the criteria outlined below. Transcripts are required to complete the application. Submission of your current semester transcript will need to be turned in no later than Friday, May 10th, 2019. Applications will not be considered if all required documentation is not turned in by the required dates.

The Ho-Chunk, Inc. Summer Internship Program is a full-time paid position. Only applicants who can commit to full-time employment should apply.

DOWNLOAD APPLICATION

Mail or Deliver to:

Ho-Chunk, Inc. Summer Internship Program
Attn: Felicia Torres
1 Mission Drive
PO Box 390
Winnebago, NE 68071

PROGRAM REQUIREMENTS

- To apply for the Ho-Chunk, Inc. Summer Internship Program, applicants must meet the following criteria:
- Must have an overall GPA of 2.5 or above
- Must have a valid driver's license and be insurable
- Must be a U.S. Citizen
- Preference is given to an enrolled member of the Winnebago Tribe of Nebraska or another federally recognized tribe.
- Must have successfully completed a minimum of one full semester at an accredited college or university
- Preference given to students majoring in an area of Business, Management, Accounting, Finance, Law Information Technology, Economics, Sales/Marketing, Communication, Legal and Compliance, or other business related degree program. Exceptions will be made only on a case-by-case basis.

SUMMER INTERNSHIP 2019 PROGRAM DATES

Dates: May 20, 2019 - August 2, 2019

Ho-Chunk, Inc. 2019 Summer Internship Program

Summer Internship Application



Name: _____ Date: _____

Current
Address: _____

Permanent
Address: _____

Email: _____

Cell Phone No: _____

Tribal Affiliation: _____ Enrollment No: _____

Have you ever participated in the Ho-Chunk, Inc. Summer Internship Program? Yes [] No []

If yes, please indicate when _____

Name & Address of College or University: _____

Major: _____ Cumulative GPA: _____

Minor: _____ Class Year: _____

Expected Date of Graduation: _____

If Selected:

a.) Date available to begin your internship? _____

b.) Can you commit to the entire 11-week program? Yes [] No []

REQUIRED DOCUMENTS

- Letter of Interest (*describing why you have applied for the Ho-Chunk, Inc. Summer Internship Program*)
- Resume
- One completed recommendation form
- Current Academic Transcripts cumulative GPA (*unofficial transcripts accepted*)

Ho-Chunk, Inc. Summer Internship Program

Applicant Recommendation Form



Student Name: _____

I hereby waive my rights to see these recommendations prior to selection.

Student Name: _____ Date: _____

TO THE INDIVIDUAL COMPLETING THIS FORM:

Part of the Ho-Chunk, Inc. Summer Internship Program application requires recommendations from two individuals, preferably either a faculty member or employer. Ho-Chunk, Inc. would appreciate a candid reference on the above named candidate. Thank you for taking the time to complete this form.

How long have you known this candidate?

What capacity have you known the individual?

Please list five adjectives that best describe the candidate:

In your opinion, how will the candidate adapt to a professional setting?

Please rate the candidate in the following areas. (On a scale of 1=poor to 5=outstanding)

**If any required documents are missing, application will be considered incomplete.*

Ho-Chunk, Inc. Summer Internship Program



Maturity	1	2	3	4	5
Respect for others	1	2	3	4	5
Honesty	1	2	3	4	5
Tactfulness	1	2	3	4	5
Discretion	1	2	3	4	5
Work Habits	1	2	3	4	5
Professional Appearance	1	2	3	4	5
Organizational Skills	1	2	3	4	5
Motivation	1	2	3	4	5
Flexibility	1	2	3	4	5

Would you recommend the candidate:

With some reservation _____ Without Reservation _____ Enthusiastically _____

Additional Comments: *Please add a few comments as to why you believe this applicant would or would not make a successful intern.*

Name: _____ Title: _____

Organization: _____

Address: _____

Daytime #: _____ Email: _____

Signature: _____ Date: _____

Please send the completed for to:

Ho-Chunk, Inc. Summer Internship Program

Attn: Felicia Torres

1 Mission Drive • PO Box 390

Winnebago, NE 68071

**If any required documents are missing, application will be considered incomplete.*