

Norton Museum of Art

Intern Application

Summer 2019

Eligibility and Terms

The program is open to college juniors, seniors, recent graduates, and graduate students. All applicants must have successfully completed at least two college-level courses in art history or art education.

Intern will receive a stipend for travel and housing expenses during the 7-week, full-time internship in West Palm Beach, Florida.

Internship Application Materials:

Applications must include all materials listed below to be considered. *Application materials will not be returned.*

- ☐ **Norton Museum of Art Intern Application**
 - ☐ **A typewritten personal statement of no more than 500 words.** Please explain your interest in the Norton Museum of Art and this Internship. Briefly state your goals and objectives in obtaining this internship and how this experience may inform your career plans or interests.
 - ☐ **Two letters of recommendation from academic or professional references**
 - *Letters must be sealed and signed across the flap by the recommender. Letters can be sent with your application or separately for receipt by March 29, 2019.*
 - ☐ **Resume.** Please include internship and work experiences, a list of relevant academic courses, and language skills.
 - ☐ **Official college transcript**
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Application materials must be postmarked by **March 29, 2019.**

Mail completed applications to:

**Associate Curator of Education
Norton Museum of Art
1450 South Dixie Highway
West Palm Beach, FL 33401**

Norton Museum of Art

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Summer 2019

Basic Information (All Fields Required)

Last Name	First Name	Middle Name
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Permanent Address	City	State	Zip
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Phone #1	Phone #2	Email
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Current Address	City	State	Zip
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Current address valid until: _____

How did you learn about this program? _____

Education

High School	Graduation Date
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College/University	Major/Degree	Graduation Date
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College/University	Major/Degree	Graduation Date
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I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel further consideration of this application, or (II) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicants from consideration for employment on a basis prohibited by applicable local, state or general law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identify and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

Signature/Date: _____